



Now Hiring Office Services Supervisor in Tokyo Office

ABOUT US:

PEOPLE, PURPOSE and PASSION.

Medpace is a scientifically-driven, global, full-service clinical contract research organization (CRO) providing Phase I-IV clinical development services to the biotechnology, pharmaceutical and medical device industries. Medpace's mission is to accelerate the global development of safe and effective medical therapeutics through its high-science and disciplined operating approach that leverages regulatory and therapeutic expertise across all major areas including oncology, cardiology, metabolic disease, endocrinology, central nervous system and anti-viral and anti-infective. Headquartered in Cincinnati, Ohio, Medpace employs approximately 5,000 people across 41 countries as of June 30, 2022. The Japan office was opened in January 2018 and employs more than 150 people.

Position – Office Services Supervisor

Supports the Regional Facilities Manager, direct and supervise the facilities team to plan and implement the Administration, Operations & Maintenance programs and improvement works for both offices in Japan (Tokyo and Osaka), systems, and equipment in accordance with the established policies and standards.

Responsibilities:

- Responsible for the management of service providers & vendors for Tokyo (Primary location) and Osaka office spaces in Japan;
- Responsible for appropriate documentation and use within our existing Facilities Asset Management/Work Order System, and provides input for continuous improvement of the system and use;
- Works closely with Facilities Management on project coordination for space changes remodels, and expansions as assigned;
- Inspects and ensures both office spaces meet expectations for cleanliness, appearance and organization based on existing workplace standards. Works with office administration staff and other leadership to follow up on concerns and address issues in a timely manner;
- Line management of office administrative staff in both Japan locations, provides coaching and development of staff;
- Ensures that financial administration of processing incoming invoices is completed in a timely manner and office expenditures, providing detailed information and processing payments accordingly; and
- May be responsible for other projects, administrative support, and responsibilities as assigned.

Qualifications:

- xxx• Bachelor's Degree and at least 5 years of Facilities professional experience, prior supervisor/leadership experience is preferred;
- Able to handle manual duties and perform regular facilities inspections;
- Pro-active, independent, able to work with minimal supervision and perform under pressure;
- Knowledge and experience in computer systems, including Microsoft Windows and Office operating systems;
- Excellent English and Japanese verbal and written communication skills in dealing with stakeholders from diverse backgrounds;
- Willing to travel between 2 locations to supervise both Osaka and Tokyo office.

Please feel free to contact HR department JapanHR@medpace.com

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