



## Now Hiring Office Services Assistant 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 Assistant

- Provides support for local office administration;
- Supports financial administration for Japan including processing incoming invoices, office expenditures, providing detailed information and processing payments accordingly;
- Track, process, and organize various documents, supplies, shipments, samples, invoices, transactions, and communications, as necessary;
- Ensure proper housekeeping of office premises and take corrective action steps when needed to rectify issues;
- Supports space planning efforts by coordinating office/desk assignments, obtaining necessary approval(s) and keeping data in system current at all times;
- Develop and maintain strong relationships with service vendors and landlords to ensure efficient maintenance of building and grounds
- Supports Facilities Management with project coordination for space changes, remodels and expansions as assigned;
- Provides support for local office administration, including but not limited to Purchasing, HR, logistics, IT, and Finance; and
- May be responsible for other projects and responsibilities as assigned.

### Qualifications

- High school diploma and at least one year relevant professional experience;
- Knowledge and experience in computer systems, including Microsoft Windows and Office operating systems;
- Excellent Japanese and English verbal and written communication skills in dealing with stakeholders from diverse backgrounds;
- Able to handle manual duties and perform regular facilities inspections

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

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