

The Inceptua Group is a global, dynamic and future-oriented service provider for the pharmaceutical industry. Inceptua has global operations within Clinical Trial Services, Clinical Services, Medicines Access as well as Commercial Products and Services. We recognize that investing in talented people creates value for our customers, our employees, our suppliers and the communities in which we live and work. Our success is based on the motivation, dedication and performance of our people. We strive to go the extra mile to achieve excellence in all our services.

For our office in Japan (Kobe) we are recruiting for the position:

Office Manager - (m/f/d)

For an immediate start.

This position will be reporting to the Director, Regional Expansion based in the Berlin office.

Responsibilities include, but are not limited to :

- **Local office Management**

- Reception area, office supplies, storage room, kitchen, coffee, cleaning supplies etc., as well as maintenance and overhead vendors
- Handling of incoming mail, outgoing mail (including courier collections), telephone switchboard and internal email box
- Manage Inceptua Ltd.'s digital and hardcopy files, safely store all important and confidential documents and passwords
- Knowledge, maintenance and application of office policies and procedures
- Maintain key protocol for overview and allocation of cabinet keys as well as office keys
- Assist in the implementation of new filing systems, and manage digital and hardcopy files
- Liaise with building management and building cleaning services on office maintenance
- Overview and maintenance of promotional materials inventory
- Assist with company event planning and conference bookings (including renting meeting space, reservations for company dinners/lunches)
- Provide general support to visitors and meetings e.g. catering
- Assist with trade show/conference logistics (e.g. packing, shipping, travel arrangements, etc.)
- Work closely with company's IT support department to ensure Audio/Visual and telephone requirements are met
- Organization of employee engagement initiatives for special occasions, birthday celebrations, etc.
- Administrative support for internal as well as external audits

- Maintenance, control and archiving of QM-related documents and operation records, both paper and electronic
- Obtain approval for any overhead expenses that are sought to improve Inceptua Ltd.
- Support to accounting, including but not limited to: processing incoming invoices and ensure the on-time approval by the verifiers, verification of credit card and out-of-pocket expenses
- Liaise with overhead vendors as needed
- Suggestions for improvement that benefit the Finance & Administration department, Inceptua Ltd. as well as the entire Inceptua Group
- **Support the Global HR department**
 - Ensuring adherence to local legislation, including but not limited to taxes, transfer pricing, filing, employment law, health and safety at work, data protection
 - Support with payroll and personnel files management, assistance in the recruitment of HR as agreed with global heads of the functional areas, manage employee handbook, key and device lists & handover protocols, employee attendance, renewals of HR-related insurances as agreed with the global HR functions
- **Support the Global Legal department**
 - with the implementation of the Board's directives.
 - ensure adherence to global Inceptua processes and standards, including but not limited to recruitment processes, expense, payroll, travel requests, filing, accounting standards, common infrastructure and IT systems
 - ensuring adherence to local legislation
 - maintain and renew all necessary insurances for Inceptua Inc. and business compliance and continuity, in Coordination with the Global Legal Department
- **Representation of Inceptua Ltd.**
 - towards external stakeholders including governmental bodies, within the agreed range of limited authority
- **Other duties**
 - Special projects as decided on by management (such as support with office relocation)
 - Other related duties as assigned
 - Accomplish individual goals as per requirements determined by the immediate superior.

Your profile:

- You have 3+ years' experience in a similar role in a multinational company
- You hold a certificate or college degree in an administrative field
- You have strong MS Office skills
- You are business fluent in English and Japanese, and have experience in a multinational company or in multicultural environment



- You have excellent communication and organization skills, as well as great attention to detail
- You have a high sense of confidentiality
- You are highly motivated, solution driven with a “nothing beneath me” mentality and are willing to pitch in anywhere and everywhere
- You adapt well to change and are a team player who also works well on their own

This position is full-time and we offer a competitive salary. Our company is home to employees from various backgrounds who speak a range of languages. If you have a forward-thinking attitude and a passion for success, we look forward to receiving your application.

Please send your application in English, including cover letter, CV and your availability to: recruitment@inceptua.com. Attachments should be in PDF format.