



Johnson & Johnson is the world's most comprehensive and broadly based healthcare Company, touching the lives of nearly a billion people every day. Our Family of Companies throughout the world compete in consumer, pharmaceutical, and medical devices and diagnostics markets and have the skills and resources to tackle the world's most pressing health issues.

세계적인 종합 Healthcare 회사, Johnson & Johnson 안센백신에서 **"General Manager Office Staff"**을 모집합니다. 모집분야에 대한 내용은 하기에 참고 부탁드립니다. 여러분의 많은 지원 부탁드립니다.

"Caring for the world... one person at a time" inspires and unites the people of Johnson & Johnson. This culture of caring is the focus of our corporate philosophy, that are anchored in the internationally applicable Credo.

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Janssen Vaccines is in Bio Industry Complex of Incheon Free Economic Zone (SongDo International City), Korea where can see the beautiful sunset of West Sea. Janssen Vaccines belongs to the group of Johnson & Johnson pharmaceutical companies operating under the "Janssen Pharmaceutical Companies of Johnson & Johnson" trademark and manufactures high quality pharmaceutical products and innovative vaccines products. Janssen Vaccines has a stellar history of supplying innovative vaccines to the global markets. Today, it is growing as a strategic sterile manufacturing site in ASPAC where has impressive pipeline of new and innovative products for U.S market and global.

For our site in Incheon, we are looking for a committed General Manager Office Staff.

1. 포지션: General Manager Office Staff
2. 계열사: 안센백신
3. 근무지: 인천 송도
4. 근무형태: 계약직

[Responsibilities]

- 1) Provides a wide range of administrative and secretarial support to General Director such as internal & external communication and interaction with executives and site calendar management.
- 2) Support major site events and activities including workshops, internal & external meetings, and guests visits.
- 3) Internal communication management: Site advertisement, notice board, and welcome screen, etc.
- 4) External media monitoring & business performance review
- 5) Closely work with Business Excellence and Human Resource to drive and execute people & culture change initiatives.
- 6) Regular administrative work such as office supplies management, expense processing, and company seal management
- 7) Adhere to strict confidentiality requirements of business, personnel, and sensitive information.
- 8) Provide direct support for the annual meeting of shareholders and notarization process of minutes thereof.

[Requirements]

- 1) Fluent in English and Korean; good oral and written communication skills.
- 2) Able to work as a team with collaborative mindset and ownership.
- 3) Has an attitude of willingness to learn
- 4) Time management skill is critical.
- 5) Proactive and quick learner
- 6) 신입 또는 경력 2년 미만 선호

[JD 확인 및 지원 방법]

www.careers.jnj.com -> **Requisition number 1905724140W 검색** -> 해당 모집 공고 클릭 후, "Apply Now"

[제출 서류]

국&영문 자유 양식의 이력서/자기소개서

[서류 마감일]

채용시 마감

[For more Johnson & Johnson]

- J&J Korea Facebook: <https://www.facebook.com/JNJCareersKorea/>

- J&J Korea LinkedIn: <https://www.linkedin.com/in/country-recruiter-talent-acquisition-296167147/>

“좋아요” & “팔로우” - 존슨앤드존슨 오픈 포지션 및 다양한 소식들을 페이스북, 링크드인 페이지 통해 만나 보시기 바랍니다.

[유의사항]

- 서류를 MS-Word 나 PDF 로 된 한 개의 파일로 미리 준비하시기 바랍니다.
- 서류 전형 합격자에 한하여 개별 통보합니다. 단, 회사 사정에 따라 지연될 수 있습니다.
- 모집 분야 관련하여 자세한 내용은 J&J 홈페이지에서 확인하시기 바랍니다. www.careers.jnj.com