

Position Opening: Bilingual, Japanese/English, Compliance Research Manager

Employment type: Full-time, Exempt

COMPANY SUMMARY:

Globizz Corp. is one of the first Japanese-English Bilingual FDA consulting firms. Globizz also has a division of business consulting for Japanese companies doing business in the United States.

POSITION SUMMARY:

We are seeking to hire a Bilingual, Japanese/English, Compliance Research Manager to supervise a team of 5-7 Researchers and Assistant Researchers, act as Quality Control for client reports, conduct intense, accurate regulations and market research on various industries (FDA, EPA, USDA) and to present clear and proficient research reports to clients from a consultant point of view. Must be fluent in Japanese and English. A minimum education level of Bachelor of Science and management experience is required.

Responsibilities:

- Carefully manage a team of 5-7 who each work on multiple projects simultaneously
- Work professionally and independently with little supervision
- Manage & coordinate client projects with Researchers and Assistant Researchers
- Check & supervise project output and quality
- Communicate with Project Leads and provide necessary training to team members
- Make client report presentations
- Communicate closely with the President, and others in management for smooth operation of the Research Department
- Conduct intense, accurate regulations and market research on various industries (FDA, EPA, USDA, state, city, food, etc.)
- Assist clients in FDA approvals
- Prepare regulatory submissions; pre-submissions, amendments, or revisions
- Communicate with FDA and any other regulatory agency necessary for projects
- Act as a liaison between clients and regulatory agencies
- Translation to and from Japanese and English
- Any other related duties may be assigned as needed

QUALIFICATIONS:

Required:

- Bilingual - English and Japanese (reading, writing and speaking)
- A minimum of 2 years' experience as a manager or 3 years as a team leader
- Bachelor degree or higher in Science fields: Biology, Chemistry, Biochemistry, Engineering, Medical, Pharmaceutical, etc.
- Excellent communication and interpersonal skills
- Detail oriented, organized, ability to work independently and be self-driven
- Proficient in Microsoft Office (Word, Excel, PowerPoint)

- Excellent time management skills

Preferred:

- Master's degree or higher
- Experience in FDA and other regulatory compliance
- Business experience, preferably in medical, pharmaceutical or food industry

Hours: Monday - Friday 9am - 6pm (in office) *Hours are negotiable

Location: Gardena, California

Compensation: Up to \$70k (DOE and education)