

# 機構運営事務室

Management Office

円滑な機構運営のため、  
的確な事務サポートを提供する。

*Providing effective administrative support  
for smooth organizational operations*

機構の運営に必要な事務処理を行う部門です。勤怠管理、物品購入、補助金申請、契約締結にかかる諸手続きなど、人事・会計に関する事務全般、病院事務部との連絡調整等を担っており、機構がその機能を最大限に発揮するための環境を整備し、円滑な運営を支えています。

This department handles the administrative processes necessary for the organization's operation. It is responsible for general affairs related to human resources and accounting, such as attendance management, purchasing goods, subsidy applications, and various procedures related to contract conclusion, as well as communication and coordination with the hospital administration department. We maintain an environment that supports smooth operations and ensures that the organization functions at its best.

# 管理運用 *Management and operation*

# 連絡調整 *Communication coordination*

# 環境整備 *Environmental arrangement*



**HELIOS**

北海道大学病院 医療・ヘルスサイエンス研究開発機構  
Hokkaido University Hospital Institute of Health Science Innovation for Medical Care

**機構運営事務室**

Planning and Management Division

E-mail. [crsupport@pop.med.hokudai.ac.jp](mailto:crsupport@pop.med.hokudai.ac.jp) Web. <https://helios.huhp.hokudai.ac.jp/>

E-mail



Web

