



## Recruitment Consultant (Entry-Level)

### Job Information

#### Hiring Company

[Greenstaff Medical K.K.](#)

#### Job ID

1495184

#### Industry

Recruitment Agency

#### Company Type

Small/Medium Company (300 employees or less) - International Company

#### Non-Japanese Ratio

Majority Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

Negotiable, based on experience

#### Refreshed

October 30th, 2024 03:00

### General Requirements

#### Career Level

Entry Level

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

#### Job Summary:

As an **Entry-Level Recruitment Consultant** based in our Tokyo office, you will support sourcing candidates in Japan for our clients. This is a great opportunity for someone who is **eager to win, results-driven**, and looking to develop a career in recruitment and the life sciences industries. **Comprehensive training** will be provided to help you succeed in candidate sourcing, relationship management, and recruitment processes.

#### Key Responsibilities:

- **Candidate Sourcing:**
  - o Proactively scout for candidates in the Cell and Gene Therapy (CGT) field through various channels such as cold-calling, referrals, and job applications.
  - o Inherit candidate contacts from existing company networks and databases.
- **Candidate Relationship Building:**

- o Build and maintain relationships with candidates through regular emails and online calls.
  - o Communicate job opportunities and match candidates to open roles.
  
  - **Candidate Reports & Documentation:**
    - o Prepare candidate summaries after initial meetings, gather CVs, and record interview performance.
    - o Assist in submitting candidate CVs to clients and registering profiles on client platforms.
  
  - **Interview Coordination:**
    - o Schedule interviews between candidates and clients, and help with interview preparation.
    - o Support the Business Development (BD) team in guiding candidates through the offer and onboarding processes.
  
  - **Onboarding Support:**
    - o Once a job offer is accepted, provide support for candidates through their resignation and onboarding process.
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## Required Skills

### Qualifications:

- No prior recruitment experience is required—**training will be provided.**
  - Strong **willingness to win** and a **hunter mentality**—you are proactive and driven to achieve goals.
  - An interest in the life sciences or healthcare industry is highly valued.
  - Strong communication and interpersonal skills.
  - High-level proficiency in Japanese is essential.
  - Self-motivated and eager to learn in a fast-paced environment.
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