



## 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**

January 22nd, 2025 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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## Company Description