



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

November 20th, 2024 09:00

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