



Recruitment Consultant (Entry-Level)

募集職種

採用企業名

Greenstaff Medical 株式会社

求人ID

1495184

業種

人材紹介

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年03月26日 08:00

応募必要条件

キャリアレベル

新卒・未経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

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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スキル・資格

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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会社説明