

# 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 19th, 2025 08:00

## 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.

# 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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