



Life Sciences Recruitment Associate

Job Information

Hiring Company

Greenstaff Medical K.K.

Subsidiary

ICG Medical

Job ID

1568821

Industry

Recruitment Agency

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience ~ 5.5 million yen

Work Hours

09:00-18:00

Refreshed

February 13th, 2026 01:00

General Requirements

Career Level

Entry Level

Minimum English Level

Basic

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

《About ICG Medical & Greenstaff Life Sciences》

ICG Medical is a leading global healthcare recruitment and staffing group specializing in medical, healthcare, and life sciences talent solutions. Founded in the UK, the group operates across the UK, Ireland, India, South Africa, China, the Philippines, Australia, Canada, the United States, and Japan, with over 1,000 professionals worldwide.

Our core values define how we work globally:

Open | Family | Passionate

We believe in integrity, teamwork, and making a real impact on patient care and medical innovation.

ICG Medical is also recognized internationally as a high-standard and ethical organization:

- ISO 9001 certified (Quality Management)
- Healthtrust Europe partner
- Member of the Recruitment & Employment Confederation (REC)

About Greenstaff Life Sciences (GSL)

Greenstaff Life Sciences is the life sciences-focused brand within the ICG Medical Group.

Our mission is to connect innovative life sciences companies with top talent, supporting areas such as pharmaceuticals, biotech, drug discovery, clinical research, and advanced therapies.

The GSL Tokyo office plays a key role in supporting the growth of Japan's life sciences market while working closely with global teams.

《Why Join This Role?》

A true early-career opportunity (not a short-term internship)

This position is offered as a 1-year fixed-term contract, starting with an initial 6-month period.

Based on performance and business needs, the contract may be extended or converted to a permanent position.

No experience required – structured training from day one

- Industry knowledge, recruitment fundamentals, and business skills are taught from scratch
- Dedicated training and on-the-job coaching provided

Global environment, Japan-focused role

- Office language is English, but client-facing work is primarily in Japanese
- Ideal for candidates who want gradual exposure to an international workplace

Meaningful work with social impact

- Support companies developing medicines, therapies, and life-saving technologies
- Contribute to the future of healthcare and life sciences

Prime Tokyo location

- Modern office near Toranomon Hills Station (3–5 minutes walk)

Clear career path

- Opportunity to grow into Consultant, Account Manager, or Business Development roles
- Potential exposure to global projects and overseas collaboration

《Role Overview – What You Will Do》

You will work as a Junior Recruitment & Business Development Associate, supporting consultants who connect life sciences professionals with leading companies in Japan.

Candidate & Talent Support

- Search for candidates using job boards, LinkedIn, and professional networks
- Coordinate interviews and candidate communications
- Support candidate screening and career matching
- Maintain ongoing relationships with placed staff and contractors

Client Support

- Assist in understanding hiring needs of pharmaceutical and biotech companies
- Support job requirement clarification and candidate introductions
- Share relevant market and candidate information internally

Team & Compliance

- Ensure adherence to internal policies and industry regulations
- Share updates and progress with the team
- Support reporting and administrative tasks

Required Skills

Required

- Native-level Japanese
- Strong communication skills
- Proactive mindset and willingness to learn
- Interest in business, people, and life sciences

Preferred (Not Required)

- Sales, customer service, or hospitality experience
- Interest or background in healthcare, pharma, or biotech
- Comfortable working in an English-speaking environment

Employment Conditions

- Contract Type: 1-Year Fixed-Term Contract
- (Initial 6 months → extension or permanent role based on performance)
- Salary: JPY ~ 5.5M
- Working Hours: 9:00 – 18:00 (Monday to Friday)
- Holidays: Weekends & national holidays
- Location: Minato-ku, Tokyo (Toranomon area)
- Training & Development: Structured onboarding and continuous learning
- Career Progression: Permanent employment opportunities available

◆ Application Process ◆

Please submit your resume (Japanese or English).
Selected candidates will be contacted regarding the next steps.

Company Description