

# A|M|S

## AMS: Recruitment Coordinator at Global Bio Pharma Client

正社員への採用替の可能性あり、初年度有給21日

### Job Information

**Recruiter**

Alexander Mann Solutions K.K.

**Job ID**

1589586

**Industry**

Pharmaceutical

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Contract

**Location**

Tokyo - 23 Wards, Shinjuku-ku

**Salary**

4 million yen ~ 5 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Work Hours**

9am - 6pm (1 hour lunch break)/Flextime

**Holidays**

土日祝、年末年始(12/31 - 1/3)/Sat, Sun, PH, Year End/New Year(12/31-1/3)

**Refreshed**

April 22nd, 2026 15:17

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Entry Level

**Minimum English Level**

Business Level (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

【AMSについて】

AMSでは、才能を重視し、成功への情熱を育む文化を大切にしています。私たちは、社員一人ひとりの成長とキャリア開発に注力しており、その一環として、社内の豊富なキャリア機会を積極的に提供しています。皆様の才能は私たちの最も重要な資産です。そのため、AMSは、社員がその能力を最大限に発揮できるよう、最適な環境、リソース、ネットワーク、そして貴重なキャリア経験を提供することに全力を尽くしています。ぜひ、次のステップを踏み出し、AMSでの新たな可能性を見つけてください。

## 【About Us】

### One team. A world of talent. #WeAreAMS

At AMS, we believe in nurturing talent and fostering a culture where passion for success thrives. As part of our commitment to your growth and development, we encourage you to explore opportunities available within our organisation. Your talent is our greatest asset, and we're dedicated to providing avenues for you to reach us its fullest potential. We do so by providing the environment, resources, networks, and career experiences essential for your progress.

Take the next step in your career journey and discover our exciting opportunities.

#### 【募集概要】

面接調整やATS管理など、精確さとスピーディーさの両方が求められる環境でスムーズな採用の実現をサポートいただきます。AMSは「グローバル企業で採用キャリアを積みたい」、「プロフェッショナルが多くいる環境で採用のスキルを伸ばしたい」という思いをお持ちの方にピッタリの環境です。

#### 【Overview】

We are looking for **Recruitment Coordinator** join our Global Bio Pharma Client to deliver expert support to their global talent acquisition function. To do this, we're in the process of building a talented team of people to deliver on a service solution that spans Sourcing, Recruitment, and Recruitment Administration. If you're naturally driven by being part of an organization that believes the quality of its people is always the starting point, we would love to hear from you.

#### 【業務内容】

- 面接及び面接日程調整/設定（Outlook等を使用したビデオ面接・対面面接・評価依頼・カレンダー送付・面接部屋の確保等）
- オファーレター作成および郵送手配
- エージェントとのやり取り
- ATS（候補者管理システム）の管理および活用
- リクルーターのサポート業務
- 必要に応じた周次報告、月次報告、四半期報の作成
- その他来社面接時の交通費精算や採用関連請求書対応など

#### 【Job Description】

- Supporting recruitment teams from administrative perspective; It would include uploading jobs on the system, capturing candidates' applications, placing vacancies on job boards etc.
- Managing incoming interview scheduling, re-scheduling and cancellation requests (face to face interview, video conference, telephone interview, assessment centers). It would include scheduling outlook appointments, booking meeting rooms, updating the system
- Proactively manage the customers' needs and expectations by working directly with the client and recruitment agencies
- Building and maintaining strong working relationships between all parties, ensuring that they are continually appraised and updated on the relevant processes
- Compiling weekly, monthly, and quarterly reports as required
- Providing on-going support for candidates and the recruitment teams

#### 【その他】

##### 包括性と帰属意識の文化

私たちは、あらゆる背景を持つ方々からの応募を歓迎しています。雇用に関するすべての側面は、能力、資格、およびビジネスニーズに基づいて決定されます。私たちは、年齢、障がい、性自認、婚姻や市民パートナーシップ、妊娠・出産、人種、宗教や信念、性別、性的指向、またはその他の適用される法的に保護された特性に基づく差別を行いません。もし配慮が必要な場合や、アクセシビリティに関するご要望があれば、いつでもご連絡ください。

## Why AMS?

We strive to do things better for the world's most demanding brands. Is it challenging? Yes. But it's a challenge that brings us together, where support, collaboration and inclusiveness empower you with a feeling of belonging.

Bring your goals and ambitions. We give you the trust, independence, and flexibility to run your career your way. Our support will bring you opportunity. Our evolution is happening now, let's bring it—together.

AMS is committed to Equal Opportunities and welcomes applications from all sections of the community. Please let us know by emailing [talentacquisition.generalenquiries@weareams.com](mailto:talentacquisition.generalenquiries@weareams.com) if an adjustment or adaptation is required at any stage to support you during the recruitment journey.

## Required Skills

- 採用または人事アドミニストレーション経験
  - コミュニケーション力、組織力、問題解決能力、マルチタスク能力
  - 優れた適応能力
  - 積極的かつ実地的なアプローチ
  - 細部に対する正確さを持って仕事ができる方
  - チームワークを大事にしている方
  - OutlookやWord、Excelの実務使用経験
  - 流暢レベル以上の日本語力
  - ビジネスレベル以上の英語力
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- Experience in recruitment or HR administration
  - Business level fluency in English and native proficiency in Japanese
  - Strong customer and client orientation skills
  - Excellent communication, organizational, problem solving and multitasking skills
  - Pro-active and positive approach
  - Strong attention to detail
  - Teamwork oriented

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## Company Description