

# A|M|S

## AMS: Global Investment Banking Client - Campus Recruiter

初年度有給 21日、英語環境

### Job Information

**Recruiter**

Alexander Mann Solutions K.K.

**Job ID**

1589589

**Industry**

Investment Banking

**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**

6 million yen ~ 10 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Work Hours**

8.45am - 6pm (75 minutes 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**

May 20th, 2026 07:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 75%)

**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】360度キャンパスリクルーターとして、採用マーケティングと連携し、学生向けの魅力戦略の企画・実行、選考からオンボーディングまでを一貫して担当します。海外・国内サマーインターンシップおよび障がい者インターンシップの3プログラムを統括し、国内外の学生採用を通じて全社的な事業理解を深めます。採用マネージャーと密に協働し、ジュニアタレント向けの革新的で多様性を重視した採用ソリューションを提供するコンサルティブな役割です。

## 【Overview】

This is a **360° campus recruiter** role responsible for end-to-end attraction strategy in partnership with Recruitment Marketing, including selection, onboarding, and internship program design and delivery. The role oversees three core programs—Overseas Summer Internship, Domestic Summer Internship, and disABILITY Internship—while offering broad exposure across Morgan Stanley's firmwide businesses and both domestic and international student hiring. It is ideal for someone passionate about developing junior talent, advancing diversity and inclusion, and acting as a consultative partner to hiring managers by delivering innovative recruiting solutions and leveraging new technologies.

## 【業務内容】

### クライアントとの関係

- 採用マネージャーやステークホルダーとの信頼関係を構築・維持
- キャンパス採用サービスの提供、プロセスのアドバイス、タイムラインの管理
- 市場と採用ニーズに基づいたアトラクション戦略の策定
- CSMと協力し内部および外部のステークホルダーとの強力なパートナーシップを構築

### 内部ステークホルダーとの関係

- ボトルネックを事前に特定し対策を講じる
- 関連チームと協力しクライアントと候補者の円滑な体験を確保
- コーディネーターへの指導とメンターリング
- CSMの報告ニーズに対応

### 採用業務

- 採用計画の合意とインテークミーティングの結果を文書化
- キャンパス採用チームと協力し質の高い候補者リストを提供
- 候補者の満足度を管理し優れた採用体験を提供
- 採用マネージャーをサポートし適切なオファーを決定
- ステークホルダーの問題を予測し適切に対処

### 技術とコンプライアンス

- 候補者のステータス変更やリクエストの更新をリアルタイムで追跡
- 契約管理をサポートしスコープの逸脱を特定
- 法律遵守を確保(例:年齢差別、契約者の雇用リスク、データ管理技術など)
- コンプライアンスリスクを特定し、管理
- 契約義務とクライアントのサービスレベル合意に沿った採用サービスの提供

## 【Job Description】

### Attraction and Recruitment Strategy

- In partnership with the Recruitment Marketing team, design and lead the attraction and events strategy for our 3 core internship programs.
- Host virtual, in-office and on-campus events to attract junior talent. Activities include delivering presentations, participating in panel sessions, networking and arranging divisional representation.
- Work closely with the Recruitment Marketing and Diversity teams on diversity campus recruitment initiatives.
- Partner with Recruitment Marketing as an SME. Support the effective management of School/University relations and Campus Ambassadors in raising the Firm's profile.
- Gather and analyze data for end of season debriefs and deliver to key stakeholders; this includes conducting a review of the success of the division's attraction and recruitment strategy every year.
- Partner closely with campus recruiters in other regions: APAC, North America and EMEA on regional and global strategies to attract overseas talent to Morgan Stanley Japan.

### Selection and Process Reporting

- Partner with the hiring businesses as an advisor to support the recruitment process and build a strong talent pipeline

to identify top talent.

- Lead the recruiting working groups ensuring successful engagement and delivery of the campus strategy. This includes:
  - Ensuring business representatives are briefed and receive all relevant information to perform the selection process.
  - Tracking hot listed candidates from events, monitoring their progress, and implementing initiatives to increase conversion from event attendance to application.
  - Advising business stakeholders around hiring decisions to support achieving divisional and Firmwide talent goals.
  - The effective delivery of the offer process to ensure top talent accept the internship/full-time offer.
  - Ensuring the various recruiting systems are kept up to date and maintaining accurate records.
  - Partnering across wider HR teams to successfully onboard campus hires.
  - Regularly reviewing divisional interview materials and processes to ensure they meet business and legal requirements.
  - Auditing hiring reports to ensure divisional data is accurate.

#### Program Management and Stakeholder Management

- Partner with the Campus Talent Development team and divisional recruiting working groups on the design and execution of intern programs.
- Manage the team allocation process for intern hires alongside divisional management.
- Ownership of the internship experience including coordinating and briefing speakers
- Act as an advisor to line managers supporting them to effectively manage, develop and assess their interns whilst on programs.
- Manage the intern performance review process and facilitate the conversion process to full time Analyst and Associate programs.
- Assist regional wider Campus Team and Recruitment Marketing Teams with Early Insight and Diversity initiatives.
- Support Hiring Managers throughout the process, ensuring they are kept updated and experience a high touch service.
- Budget Management and supporting the preparation of annual budget meetings with COO's.

#### Additional Responsibilities

- Keep up to date with current and impending legislation, developments and changes in the graduate market and propose changes to graduate recruiting policies and practices.
- Share divisional best practices with the wider Asia and Global Campus Recruitment Teams
- Undertake team projects and ad hoc requests as required.

#### 【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

##### Mandatory Requirements

- エンドツーエンドの採用業務経験（特に新卒採用とキャンパスリクルートメント）
- キャンパスマーケティングとアトラクション戦略の理解（例：イベント、ネットワーキング、ソーシャルメディア、大学関係）
- 会話を含めてビジネスレベル以上の英語と日本語のスキル

##### Preferred Requirements

- イベント管理経験
- PR(広報)部門での経験
- 採用関連テックツールの使用経験
- 複雑な組織やマトリックス組織での勤務経験
- リモートチームとの協働経験
- コンプライアンスと法令遵守の基本的な理解

- The successful candidates must have prior HR experience with exposure to junior talent. Preferably with existing

campus recruitment experience or from working in a wider related HR role e.g., Talent Development, HR Business Partner, Campus Marketing, HR Operations etc.

- Bi-lingual verbal and written communication skills in English (fluent proficiency) and Japanese (business proficiency).
- Good understanding or interest of the campus recruitment landscape including program management & marketing.
- Ability to balance demands across multiple projects and timelines, driving delivery to meet deadlines.
- Ability to work with numerous stakeholders across all levels to gather information and opinions, generate buy-in and implement action.
- Strong ability to multi-task and handle working in a fast-paced environment whilst maintaining a high level of detail.
- Committed to putting clients first and delivering exceptional service.
- High-level of initiative and self-motivation.
- Able to use data to consistently measure progress and inform decision making
- Ability to develop relationships with people from diverse backgrounds and senior professionals internally and externally.

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## Company Description