



【外資系医療機器メーカー】採用コーディネーター | ロボティクス×低侵襲医療

成長企業のため、キャリアアップのチャンスも

Job Information

Recruiter

Morgan McKinley

Job ID

1596962

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

June 25th, 2026 02:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

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

ロボティクス技術を生かした低侵襲医療ソリューションを展開する外資系医療機器メーカーにて、採用コーディネーターとしてご活躍いただきます。

具体的には、採用面接の日程調整や採用オペレーション、入社手続きサポートなどを担当。候補者体験向上に貢献する、大切なポジションです。

成長企業のため、キャリアアップのチャンスもあります。

主な職務内容

- 候補者、採用マネージャー、採用担当者との面接日程調整
- HRISおよび採用管理システム(ATS)の運用・データ管理
- 求人票の作成編集、および求人媒体への掲載

- 候補者とのコミュニケーションを通じた採用体験の向上
- 入社手続きおよびオンボーディング業務のサポート
- 採用担当者や各部門との連携による採用プロセス管理
- 採用オペレーションにおける課題解決および業務改善
- 採用関連レポート作成およびデータ管理支援

An innovative global **Medical Device company** is seeking a **Recruiting Coordinator** to support its growing Talent Acquisition team in Japan.

This role is ideal for someone passionate about delivering an exceptional candidate experience while coordinating recruitment activities in a fast-paced, international environment. You will play a critical role in supporting hiring processes, managing interview logistics, maintaining recruitment systems, and ensuring a seamless onboarding experience for new employees.

As the company continues its rapid growth within the healthcare technology sector, this position offers excellent opportunities to develop your career within Talent Acquisition, Human Resources, and Recruitment Operations.

Key Responsibilities

- Coordinate and schedule interviews between candidates, hiring managers, and recruitment teams.
- Manage and maintain HRIS and recruitment systems to ensure accurate candidate records.
- Create, edit, and post job descriptions across recruitment platforms and career sites.
- Deliver a positive and professional candidate experience throughout the hiring process.
- Support onboarding activities and ensure a smooth transition for new hires.
- Collaborate closely with Talent Acquisition partners, hiring managers, and HR stakeholders.
- Monitor recruitment processes and proactively resolve scheduling or administrative issues.
- Assist with recruitment reporting and process improvement initiatives.

Required Skills

必須条件 経験・資格：

- 採用コーディネーター、または人事、採用オペレーション等の関連経験
- 面接調整や採用プロセス管理の経験
- HRISやATS（採用管理システム）の利用経験
- 高い事務処理能力および細部への注意力
- 複数の採用案件を同時に管理できる能力

ソフトスキル：

- コミュニケーション能力
- 正確な事務処理能力
- マルチタスク能力
- エネルギッシュ
- 成長意欲が高く、新しいことに挑戦できるマインドセット

語学力：

- 日本語：流暢
- 英語：ビジネスレベル

歓迎条件

- オンボーディングや入社手続きに関する知識・経験
- 外資系企業やグローバル企業での勤務経験

この求人がおすすめの理由

- 世界的な外資系医療機器メーカーで経験を積める
- 候補者体験向上に直接貢献するやりがい
- 先進医療技術に関わる、社会的意義の高い事業
- 成長企業のため、キャリアアップのチャンスも
- 多様性とインクルージョンを重視する企業文化

Required Skills and Qualifications **Experience:**

- Experience in Recruitment Coordination, Talent Acquisition Operations, or Human Resources Administration.
- Experience supporting interview scheduling and recruitment process management.
- Familiarity with HRIS, ATS, or recruitment management systems.
- Strong administrative and organizational skills with attention to detail.
- Ability to manage multiple recruitment activities and competing priorities simultaneously.
- Experience working within a fast-paced and dynamic business environment.

Soft Skills:

- Excellent communication and interpersonal skills.
- Strong attention to detail and accuracy.
- Highly organized with strong multitasking abilities.
- Energetic, proactive, and service-oriented mindset.
- Motivated to learn and grow within Talent Acquisition and Human Resources.
- Ability to build positive relationships with candidates and internal stakeholders.

Language Requirements:

- Japanese: Native level.
- English: Intermediate to Business level.

Preferred Skills & Qualifications

- Experience supporting recruitment activities within healthcare, medical device, pharmaceutical, or life sciences organizations.
- Familiarity with onboarding processes and employee lifecycle administration.
- Experience working within international or multinational organizations.
- Knowledge of recruitment best practices and candidate experience initiatives.
- Exposure to employer branding or talent attraction projects.

Why You'll Love Working Here

- Join a rapidly growing global medical technology organization.
- Play a key role in delivering an outstanding candidate experience.
- Gain valuable exposure to Talent Acquisition and Human Resources operations.
- Work within a highly diverse and internationally minded team.
- Build your career in a fast-growing healthcare technology sector.
- Collaborate with global stakeholders and recruitment professionals.
- Enjoy strong career development opportunities as the company continues to expand.
- Be part of an organization making a meaningful impact on healthcare and patient outcomes.

Company Description

Morgan McKinleyは国際的な人材コンサルティング会社として、さまざまな業界・分野をリードする採用企業様と、スペシャリストとしてのスキルを有する人材とを結びつけるお手伝いをしています。1988年の創立以来、Morgan McKinleyの名は、「卓越した質のサービス」「市場知識の豊富さ」「No.1企業であり続けようとする強い意志」、そして何よりも「実績」を体現する会社として知られています。

リクルーティング スペシャリストである弊社コンサルタントまでお気軽にお問い合わせください。