

## Recruitment Consultant (Entry-Level)

### 募集職種

### 採用企業名

Greenstaff Medical 株式会社

### 求人ID

1495184

## 業種

人材紹介

#### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

## 外国人の割合

外国人 少数

### 雇用形態

正社員

### 勤務地

東京都 23区

### 給与

経験考慮の上、応相談

### 更新日

2025年11月12日 05:00

### 応募必要条件

# キャリアレベル

新卒・未経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ネイティブ

## 最終学歴

大学卒: 学士号

# 現在のビザ

日本での就労許可が必要です

# 募集要項

### 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.
- 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.

### スキル・資格

## 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.

会社説明