

RS Pre-boarding Coordinator

Job ID
REQ-10075653
апр 09, 2026
Япония

Сводка

We are seeking a highly organized, proactive, and resilient Bilingual Recruitment Coordinator to support recruitment operations in Japan. This role is responsible for ensuring smooth, timely, and professional coordination across the hiring process for external candidates, while working closely with recruiters, hiring managers, H2R, agencies, vendors, and global coordination teams. The ideal candidate thrives in a complex and fast paced environment with limited guidance, takes initiative to engage stakeholders proactively, manages multiple priorities with speed and accuracy, and brings a positive, team oriented, and can do attitude to support operational excellence and a strong candidate experience.

About the Role

Major accountabilities:

- Coordinate end to end interview scheduling for candidates, hiring managers, interview panels, agencies, and internal stakeholders in a timely and accurate manner.
- Provide pre boarding and onboarding coordination support for external candidates to ensure a smooth and professional hiring experience.
- Partner closely with the local H2R team, recruiters, recruitment solutions team members, and global coordinator teams to align recruitment processes and ensure effective collaboration.
- Act as a key coordination contact for recruitment agencies and external vendors, including follow up on documentation, contract confirmation, and process updates.
- Oversee invoice letters, payment related follow up, and administrative procedures connected to agency support, external workforce engagement, and supplier coordination.
- Support Ariba related activities, external spend coordination, and vendor management processes in partnership with relevant stakeholders.
- Maintain accurate recruitment trackers, records, reports, and status updates with strong attention to detail and data accuracy.
- Proactively identify issues, seek clarification where guidance is limited, and drive follow up with relevant stakeholders to ensure continuity and timely resolution.
- Deliver high quality communication and a positive candidate and stakeholder experience under high pressure and within demanding timelines.
- Support ad hoc recruitment operations, administrative tasks, reporting, and presentation materials as needed.

Key performance indicators:

- Timely and accurate interview scheduling and coordination across all stakeholder groups.
- High level of candidate, recruiter, hiring manager, and agency satisfaction with communication and support.
- Accuracy and completeness of recruitment trackers, records, invoices, and documentation.
- Timely completion of pre boarding, onboarding coordination, and payroll related administrative activities.
- Effective management of agency coordination, contract follow up, invoice letters, and payment procedures.
- Strong responsiveness and turnaround time in a high volume and fast paced environment.
- Demonstrated ability to manage multiple priorities while maintaining quality and professionalism.
- Positive collaboration and service delivery across local, regional, and global teams.

Minimum Requirements:

- Bachelor degree or equivalent practical experience.
- Fluent Japanese at native level and strong business level English, both written and verbal.
- Proven ability to work effectively in complex environments with limited guidance and shifting priorities.
- Strong ownership mindset with the confidence to proactively reach out to stakeholders, ask the right questions, and move tasks forward independently.
- Ability to work under pressure with resilience, endurance, and a solutions focused attitude.
- Strong commitment to teamwork, collaboration, and maintaining positive working relationships across all levels.

Work Experience:

- Previous experience in recruitment coordination, talent acquisition operations, HR operations, workforce administration, or a similar coordination based role.
- Experience supporting high volume recruitment activity and managing complex interview scheduling across multiple stakeholders.
- Experience working closely with recruitment agencies, external vendors, and cross functional teams.
- Experience handling pre boarding, onboarding coordination, invoice letters, payment follow up, or related administrative processes is preferred.
- Experience with Ariba, payroll coordination, supplier management, or external workforce support is preferred.
- Experience collaborating with global teams and working across time zones is an advantage.

Skills:

- Excellent organization and multitasking skills, with the ability to manage urgent requests and competing priorities effectively.
- Strong interpersonal and stakeholder management skills, with a proactive and positive approach.
- Great presentation and communication skills, including the ability to prepare clear updates and coordinate professionally with senior stakeholders.
- High attention to detail and accuracy in documentation, tracking, and process execution.
- Strong problem solving ability and willingness to work through ambiguity without giving up.
- Resilient, adaptable, and able to maintain a high standard of work under pressure.
- Strong team player with a great personality, collaborative mindset, and ability to work harmoniously with recruitment solutions team members and broader stakeholders.
- Speed, responsiveness, and a strong sense of urgency in daily operations. **1/3**

- Professionalism and discretion in handling confidential information.

Languages :

- Japanese: Native level fluency required.
- English: Strong business level fluency required, with excellent verbal, written, and presentation skills.

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People & Organization
Business Unit
Human Resources
Место
Япония
Сайт
Toranomon (NPKK Head Office)
Company / Legal Entity
JP05 (FCRS = JP005) Novartis Pharma K.K.
Functional Area
Управление персоналом
Job Type
Full time
Employment Type
Regular
Shift Work
No

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to midcareer-japan@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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