

RS Pre-boarding Coordinator

Job ID

REQ-10075653

Apr 09, 2026

LOC_JP

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.
- 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.

Role Requirements

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Division

DIV_PO

Business Unit

Human Resources

Location

LOC_JP

Site

Toranomon (NPKK Head Office)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

FCT_HR

Job Type

Full time

Employment Type

Regular
Shift Work

No

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