



Recruiter / リクルーター

## Job Information

**Recruiter**

Cornerstone Recruitment Japan K.K.

**Hiring Company**

グローバルファッション企業

**Job ID**

1446486

**Industry**

Apparel, Fashion

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

January 20th, 2025 03:00

## General Requirements

**Minimum Experience Level**

Over 3 years

**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

**【職務内容】**

- 新卒採用（販売職）※採用人数は合計 20 名程度
  - ①戦略的な新卒採用の年間プランニング及び結果に基づく分析
  - ②採用媒体（リクナビ及びマイナビ）の操作、管理
  - ③効率的な選考プロセス及び入社までのオンボーディングプロセスの企画、実行
  - ④各種学校に対しての説明会及び自社説明会の企画、運営

- ⑤選考中の学生及び面接官のコントローリング
- ⑥一次面接対応
- ⑦内定式及び入社式の企画、運営
- ⑧予算管理
- ⑨その他（上司への定期的なレポート、マーケットリサーチ、請求書の処理等）
- 中途採用（販売職）担当ブランドはマルニジャパン及びスタッフインターナショナルジャパン ※採用人数は年間で合計 20～30 名程度
- その他採用活動
  - ①社内インターンの企画、運営
  - ②グループ内公募の企画、運営

#### 【応募条件】

- リテール業界（取扱い商材は不問）にて先述の採用媒体の運用経験を含めた主担当としての新卒採用実務経験
- プレゼンテーションスキル
- 関係者（各種学校、学生、リテール営業部、部内等）と良好な関係を築けるコミュニケーション力
- 事実や数値に基づいた分析力
- ビジネスレベルの英語力

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## Company Description

**Cornerstone Recruitment Japan is focused on placing bilingual professionals in a wide range of market leading companies.**

Focusing across all sectors, we leverage the network of our experienced consultants to provide both clients and candidates with high end service levels and most importantly results.

We are passionate about helping our clients in securing the best talent on the market, by introducing unique profiles who can give them the edge in an increasingly competitive recruitment market.

Established in 2019, in partnership with Cornerstone Global Partners and with investment from Morgan Stanley, Cornerstone Recruitment Japan strives to be the recruitment partner of choice for all Tokyo based clients and candidates.

### Our Mission

The Cornerstone. As every building requires a cornerstone, we believe people are the cornerstone of every great company. Our recruitment experts are passionate about bringing together great people with great companies.

### Our Business Sectors

- Accounting & Finance
- Financial Services
- Human Resources and Office Professionals
- Industrial
- Information Technology
- Legal & compliance
- Life Science
- Supply Chain & Procurement
- Marketing
- Sales

### Our Services

#### • Contingency

Many clients choose to utilize our success based contingent recruitment service. We take the time to fully understand the job brief before presenting a tailored shortlist of 5 to 6 candidates from our expansive existing network. This service comes with no obligation to hire and our clients only pay a fee when the successful candidate joins.

#### • Retained

Our retained service is particularly successful for clients with high profile/critical hiring needs, or niche searches that involve a significant amount of time unearthing candidates from outside our existing network. Clients who choose our retained service

benefit from the introduction of exclusive headhunted candidates and top prioritization from the Cornerstone team.

- **Market Entry**

With a wealth of experience in the Japan market, our consultants have successfully helped many clients enter the Japan market. We can help you secure that critical first hire, as well as providing a consultation service, to make sure that your business is well prepared for all the initial hurdles it will face.