



## Mid Career Recruiter / 中途採用リクルーター

### Job Information

**Recruiter**

Cornerstone Recruitment Japan K.K.

**Hiring Company**

Japanese automobile manufacturer / 日本の自動車製造会社

**Job ID**

1453208

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Saitama Prefecture, Ageo-shi

**Salary**

Negotiable, based on experience

**Refreshed**

April 23rd, 2025 02:00

### General Requirements

**Minimum Experience Level**

Over 6 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

**【JOB RESPONSIBILITIES】**

- Recruiting the mid-career person who match the requirements of department using direct sourcing, recruitment agencies etc. / 部署の要望に合う人材をダイレクトソーシング、エージェント等を活用して中途採用を実施
- Drive the employer branding activities to attract candidates to us / 弊社に候補者をひきつける為のエンプロイヤーブランディング活動の推進
- Refine and manage the mid-career recruitment process and the on boarding process / 中途採用プロセスおよびオンボーディングプロセスの管理・改善
- Implement the recruitment tools such as personality-based interview (OPQ etc.) / 各種採用ツールの導入 適性検査 (OPQ等) 等の導入検討

- Create the recruitment tools such as SNS, brochure, Video, presentation, contents of web site etc. and deliver them in appropriate channel / 採用 SNS・パンフ・ビデオ・プレゼン資料・Web コンテンツ等採用ツールの制作・および適切なチャネルでの配信
- Establishes recruiting requirements by studying organization plans and objectives by meeting with HRBPs and managers to discuss needs / HRBP（部門人事）やマネージャーとニーズを論議し、組織計画等に沿った採用要件を設定
- Execute hiring manager training / 面接官向けトレーニングの実施
- Builds candidate sources by using the direct sourcing, researching, and contacting recruitment agencies, and internet sites; providing company information, opportunities, and benefits; making presentations; maintaining closely relationship / ダイレクトソーシングの活用、人材紹介会社との緊密な関係構築やインターネットサイトでの会社情報の提供により、素早い候補者サーチが出来る環境の構築・書類選考及び面接調整
- Evaluates candidates by discussing job requirements and candidate's qualifications with HRBPs and hiring managers / HRBPや採用部門長との連携しながら候補者評価を実施
- Analyze various data and propose next actions / 各種データ分析と改善策の提案
- Support other recruitment activities / その他採用活動のサポート
- Manage ATS(Navigator) as Key user in Japan / ATSのキーユーザー業務

## 【REQUIREMENTS】

### Mandatory:

- 5+ years working experience or equivalent, HR mid-career recruiter experience / 5年以上またはそれ同等の中途採用担当経験
- Strong experience to execute the direct sourcing (LinkedIn etc.), build the relationship with recruitment agent / ダイレクトソーシングを実施した経験・知識（LinkedIn 等）および人材紹介会社との強固な関係を構築した経験/できる能力
- Knowledge of recruitment tools such as personality test (OPQ), ATS (Applicant Tracking System) / 適性検査（OPQ）や採用管理システム（ATS）などの採用ツールの知識・経験
- Excellent communication, interpersonal and networking skills / 良好な対人関係・ネットワークを構築することができるコミュニケーション力
- Ability to analyze a situation and propose solutions / 状況や提案の分析力
- Promptness, proactive, result oriented, ability to gather & assess relevant information, time management / 行動志向、プロアクティブ、結果志向、情報収集・分析力、タイムマネジメント
- Good IT skills and ability to learn and use new IT tools and methods / IT スキル及び IT ツールや手法を駆使できる又は学ぶことができる素地をお持ちの方

### Desirable:

- Work experience at Global company or matrix organization / グローバル企業・マトリックスな組織の企業での経験
- Experience to recruit Engineer or IT positions / 技術系・IT系採用のご経験

## Company Description

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

Focusing across all sectors, we leverages 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.