



Talent Acquisition

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Hiring Company

A domestic company focused on IT consulting

Job ID

1455485

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

January 23rd, 2025 10:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

[JOB RESPONSIBILITIES]

- Screening of documents, scouting
- Creating and revising job applications
- Schedule coordination with applicants who have passed the document screening process
- Schedule with recruiting firms
- Contact interviewers to confirm interviews
- Registering interview dates on Google Calendar
- Inputting information into the recruitment effectiveness analysis sheet.
- We will start with tasks such as these to familiarize you with the recruiting process.
- Depending on your skills, we will also ask you to provide support in other areas of HR besides recruiting.

[REQUIREMENTS]

- Experience in recruitment-related work, or RA or CA experience in the human resources industry

- Excellent communication skills
- Native Japanese

Company Description