



## 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**

March 6th, 2025 09:00

### 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

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## Company Description