



## Associate consultant (recruitment)

Global environment, Flex time, WFH

## Job Information

**Recruiter**

[en world Japan K.K](#)

**Hiring Company**

En World Japan

**Job ID**

1462683

**Industry**

Recruitment Agency

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chuo-ku

**Train Description**

Ginza Line, Kyobashi Station

**Salary**

3.5 million yen ~ Negotiable, based on experience

**Work Hours**

9:00-18:00

**Holidays**

Weekends, National holidays

**Refreshed**

September 3rd, 2024 01:00

## General Requirements

**Career Level**

Entry Level

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

As an Associate Consultant, you'll provide valuable services to job seekers, including candidate sourcing, leading

As an Associate Consultant, you'll provide valuable services to job seekers, including candidate sourcing, reading consultative career meetings, and following up with existing candidates. You'll attend and shadow senior team members and your manager at client meetings to gain a deeper understanding of their needs and preferences. This will equip you with the knowledge and skills needed to excel in your role and progress towards promotion to the Consultant level.

- **Sourcing new candidates (Candidate Sourcing)**  
Candidate sourcing is a crucial responsibility of the Associate Consultant role. This involves engaging with both active and passive job seekers in the job change market, with the aim of establishing meaningful connections and offering career counseling that caters to both their short-term and long-term aspirations.
- **Following up with existing candidates (Candidate Updates)**  
As an Associate Consultant, it's essential to maintain consistent communication with our existing candidates. By confirming their latest status and providing them with valuable information on a regular basis, we demonstrate our commitment to their professional success and foster long-term relationships that benefit both parties.
- **Trainings to be promoted to a consultant**  
To be promoted to the role of consultant, Associate Consultants must undergo a rigorous training program that covers key skills such as client meetings, candidate search techniques, job pitching strategies, client-candidate matching, and interview coordination. These trainings are designed to equip our team members with the knowledge and expertise needed to excel in their roles and deliver exceptional service to our clients.

---

## Company Description