



Talent Acquisition Specialist (Recruiter)

Flexitime | WFH | International Company

Job Information

Recruiter

iWill Capital G.K.

Hiring Company

B2B Technology company, that manufactures hardware products for

Job ID

1473581

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Kanagawa Prefecture, Kawasaki-shi Takatsu-ku

Salary

5 million yen ~ 8.5 million yen

Refreshed

July 2nd, 2024 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

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

- Responsible for the full life cycle in talent sourcing and recruitment process
- Play a proactive role during briefing sessions with hiring managers alongside staffing manager
- Develop a thorough understanding of the profiles for which you are searching by forming and maintaining a relationship with hiring managers.
- Actively search for the best and brightest candidates utilizing the internet and other recruitment methodologies by building long-and short lists via active Sourcing
- Responsible to conduct national wide staffing projects in alignment with the TA Hub
- Pitch and represent the company on the phone on the external market
- Qualify potential candidates via phone / Teams Interview
- Conduct face-to-face shortlist interviews
- Acting as an HR business advisor for the hiring Manager and leadership
- Conduct salary negotiations (depends on level) and salary packages

Required Skills

- Bachelor's degree in Business Administration, Human Resources, or other related discipline
- Min. 3-5 years' experience in a corporate or agency recruitment role.
- Experience in assessing applicants/candidates' quality, skills and fit
- Experience in managing relationships with candidates throughout the recruiting process, as well as hiring managers
- Commercial Acumen: Previous experience in selling roles and actively attracting candidates. Able to articulate and sell company culture and business overview to the candidate
- Communication Skills: Excellent verbal and written communication skills required. Strong communication skills and a proactive nature are essential; able to speak confidently to people at all levels.
- Personality Traits: A tenacious self-starter with creative problem-solving skills. Sense of urgency and ability to prioritize. You will be able to work under pressure in a fast-paced environments.
- Ability to use Applicant Tracking Systems with strong understanding of requisition processes. Ability to handle volume recruiting in a fast paced, structured environment, adhering to strict deadlines.

Company Description