



シニアリクルーター/SENIOR RECRUITER 【ビジネスレベル英語歓迎】

インハウスリクルーター歓迎

## Job Information

### Hiring Company

GroupM Japan K.K.

### Job ID

1477184

### Division

GroupM

### Industry

Advertising, PR

### Company Type

International Company

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards, Shibuya-ku

### Train Description

Yamanote Line, Ebisu Station

### Salary

4 million yen ~ 8 million yen

### Salary Bonuses

Bonuses paid on top of indicated salary.

### Refreshed

July 17th, 2024 09:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Business Level

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

At WPP, we are the creative transformation company, and we use the power of creativity to build better futures for our people, planet, clients, and communities. Here in Japan, WPP follows a people-first strategy where we focus on recruiting and retaining the best talent, upskilling our team, and instilling a culture of learning, collaboration, winning and having fun.

WPP is seeking an experienced Recruiter to oversee four (4) of our operating agencies in the Tokyo market: Hogarth, Grey, Landor and BCW (Burson, Cohn & Wolfe). This individual will play a key role in sourcing, attracting, and hiring top talent to support our agencies' objectives and growth. You will be responsible for full-cycle recruiting, from identifying hiring needs and sourcing candidates to conducting interviews and extending offers. The position requires a hands-on, roll-up-your-sleeves approach within a start-up environment. You must be a self-starter, comfortable navigating ambiguity and adept at working within a manual set-up in the absence of established systems, processes, and HR infrastructure.

**Responsibilities:**

- Collaborate with hiring managers to understand current and future staffing needs for permanent, contract, and freelance roles across multiple agencies under WPP Japan.
- Develop and implement effective recruitment strategies to attract qualified candidates by direct sourcing and engagement.
- Proactively identify areas for improvement in the recruitment processes and strategies.
- Source candidates through various channels, including job boards, social media, professional networks, and employee referrals.
- Conduct proactive outreach to passive candidates to generate interest in open positions.
- Support hiring managers in writing job descriptions and advertisements as well as deciding how and where the jobs will be advertised.
- Screen resumes and applications to identify qualified candidates.
- Conduct online and in-person interviews to assess candidate qualification and fit for the role and company culture.
- Coordinate and schedule interviews with hiring managers and candidates.
- Collect feedback from interviewers and assess candidate qualifications and cultural fit.
- Extend job offers to selected candidates and negotiate terms of employment.
- Generate offers letters and follow-up with candidates to finalize offer.
- Provide exceptional candidate experience throughout the recruitment process from initial contact to onboarding.
- Hands-on experience working within a startup environment and within a manual set-up in the absence of established systems.
- Familiarity working with and implementing a recruiting software.
- Maintain accurate and up-to-date candidate records as and when an applicant tracking system (ATS) is implemented.
- Maintain regular communication with the candidate throughout the onboarding process, addressing any questions and concerns leading up to Day 1.
- Represent, enhance, and develop our employer and client brand.

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**Required Skills****Qualifications:**

- Demonstrated working experience as a recruiter in the advertising agencies (either in-house or a staffing agency specializing in advertising) with a strong understanding of the end-to-end recruitment process.
- Ability to build and maintain relationships with candidates and hiring managers.
- Adept interviewer, preferably experienced at competency-based interviews.
- Strong emphasis on building direct candidate pool and ability to manage a high volume of roles.
- Prior experience in a start-up environment required, with comfort working within a setting marked by the absence of established systems and processes.
- Japanese and English language skills required (both written and verbal).
- A proactive self-starter adept at navigating ambiguity and thriving in a fast-paced, start-up environment.
- Skilled in optimizing operational efficiencies and proposing improved processes and methods of operation.
- Exceptional communication, interpersonal and decision-making skills.
- Ability to work pro-actively, independently, multi-task and prioritize workload.
- Bachelor's degree or relevant industry experience.

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**Company Description**