



## HR (Recruiter・採用業務)

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### Job Information

#### Recruiter

JAC Recruitment Co., Ltd.

#### Hiring Company

非公開

#### Job ID

1489040

#### Industry

Machinery

#### Company Type

International Company

#### Job Type

Permanent Full-time

#### Location

Hyogo Prefecture

#### Salary

5 million yen ~ 7 million yen

#### Work Hours

09:00 ~ 17:30

#### Holidays

【有給休暇】初年度10日 4ヶ月目から 【休日】完全週休二日制 土 日 祝日 GW 夏季休暇 年末年始 その他は会社カレンダー...

#### Refreshed

October 11th, 2024 04:00

### General Requirements

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

【求人No NJB2200207】

The recruiter is in charge of the recruitment process for all Airbus entities in Japan from job description writing to final offer submission. He / she is also in charge of coordinating the graduate recruitment process coordinating with schools and universities. The recruiter is expected to participate to regional projects for new recruitments tools and employer marketing approach.

After some experience the recruiter can evolve into different positions as payroll administrator or HRBP.

■Main Responsibilities

- Managing the recruitment process

In charge of co writing job descriptions with recruiting manager

In charge of publishing job openings and coordinating with agents (contract briefing...)

In charge of pre screening resumes and setting up interviews led by the recruiting manager and the HRBP

In charge of drafting proposals conditions

Reporting to Manager for validation of condition proposal

In charge of the pre onboarding process including agent fee payment moving and housing allowance management and data input in HR system (Workday)

In charge of company housing contract

Reporting to Manager and the Region on recruiting progress status

- New Graduate Recruitment

In charge of coordinating with the schools / universities the various events organized: company presentation job offer publication...

Co participating to events if required

In charge of organizing selection process tests and related logistics

In charge of coordinating the welcoming of new hire for April 1st (direct communication with candidates)

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## Required Skills

■Mandatory

- Prior experience in similar work
- Fluent in Japanese decent spoken English

■Better to have

- Experience in Workday (HR system)
- Experience in SAP

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## Company Description

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