



採用担当

外資系IT企業での募集です。採用のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系IT企業

Job ID

1490684

Industry

System Integration

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 9 million yen

Work Hours

09:00 ~ 17:30

Holidays

【有給休暇】有給休暇は入社後4ヶ月目から付与されます 初年度 10日 4か月目から 【休日】完全週休二日制 夏季休暇 年末年始...

Refreshed

September 12th, 2024 11:01

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2246143】

- ・ Provide essential support to the Talent Acquisition team by actively participating in candidate sourcing and screening.
- ・ Collaborate with the team on various recruitment projects and initiatives bringing fresh insights and ideas.
- ・ Maintain accurate recruitment records track progress and produce detailed reports for analysis.
- ・ Participate in interview processes contribute to candidate assessment and help ensure a seamless hiring process.
- ・ Assist in creating and implementing workforce planning strategies.

- Stay updated on industry trends best practices and emerging recruitment technologies.
 - Assist with onboarding processes for new hires ensuring a smooth transition into the organization.
 - Contribute to enhancing the overall candidate experience through efficient coordination.
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Required Skills

Basic Qualifications:

- Bachelor's degree in Human Resources Business Administration or a related field or an equivalent combination of education and experience
- Typically 5+ years of Proven experience in talent acquisition including data analysis recruitment support and process improvement
- Proficiencies in utilizing recruitment software data reporting and candidate engagement
- Strong analytical and problem solving skills to support talent acquisition strategies
- Ability to collaborate with recruiters and hiring managers to improve recruitment processes
- Eagerness to contribute to the growth and success of the talent acquisition team
- Continuous learner who stays updated with industry knowledge and emerging recruitment technology trends

Qualifications: • An advanced degree or relevant certifications in Human Resources or data analysis is a plus

Company Description

ご紹介時にご案内いたします