



【500～600万】 【外資法律事務】 Recruiting Coordinator

Job Information

Recruiter[en world Japan K.K](#)**Job ID**

1495979

Industry

Legal

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6 million yen

Salary Bonuses

Bonuses included in indicated salary.

Work Hours

9:00～17:30

Refreshed

September 27th, 2024 11:56

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

General Recruiting and Hiring

1. Applying detailed knowledge, may review and screen resumes and applications; check references of select applicants; distribute paperwork of qualified applicants to appropriate parties; maintain applicant files.

2. Contributes to the building of strong relationships with prospective hires to ensure substantive, ongoing contact with the firm, and to promote desired acceptance rates. Under department guidance, provides ongoing applicant communications, guidance, informational and policy assistance, etc.

3. In collaboration with the firmwide recruitment team members, the Tokyo Director of Administration, and a locally assigned manager, develop relationships with internal and external clients including attorneys, staff, school Career Services Counselors, outside agencies, other recruiters, etc.
 4. Responsible for the coordination of all relevant recruitment notices and other documentation for new hires; proactively ensures that all necessary departments and parties are informed/notified to facilitate new hires' arrival and orientation.
 5. Substantively participates in firmwide recruiting meetings and committees.
 6. Acts as an ambassador for the firm in all aspects of attorney recruiting, presenting a consistently professional and positive demeanor.
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Required Skills

Education and Experience

1. Bachelor's degree preferred; minimum three years of related experience in a mid-size to a large law firm, or equivalent education and relevant recruiting experience in a professional services firm preferred.
2. Native Japanese with fluency in written and spoken English is required.
3. Advanced document production skills in Word, Excel, PowerPoint, and Outlook required.

Teamwork and applied skills

1. High client service ethic and a proven record of delivering exemplary client satisfaction to external and internal client constituencies.
 2. Excellent writing skills; ability to present complex ideas succinctly and clearly.
 3. Strong interactive skills and the ability to succeed in a teamwork environment.
 4. Strong sense of accountability, taking ownership over projects and responsibilities and resolving issues proactively.
 5. Ability to prepare accurate, highly detailed work product.
 6. Ability to assess information, anticipate issues and outcomes, and make effective decisions.
 7. Ability to organize time, prioritize workload effectively, and work independently.
 8. High comfort level with sometimes stressful client requirements.
 9. Skill to assess issues and needs and to provide responsive solutions.
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Company Description