



Bilingual IT Recruiter (Talent Acquisition)

Job Information

Hiring Company
[EIRE Systems K.K.](#)
Job ID

1501378

Industry

IT Consulting

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, Minato-ku

Train Description

Toei Mita Line, Mita Station

Salary

5 million yen ~ 9 million yen

Salary Commission

Commission paid on top of indicated salary.

Work Hours

9am-6pm, Monday to Friday

Refreshed

February 21st, 2025 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

For nearly 30 years, EIRE Systems has provided IT project management and consulting, IT operations support and outsourcing services to multinational corporations operating in Japan and local, but internationalized, Japanese firms.

From a recruitment and talent acquisition perspective, this means we seek to hire high-performing technology people to work either internally within our Tokyo head office for delivery of our services to multiple customers, or to be assigned to work on dedicated, "business-as-usual" and project-based assignments working within our clients' own information technology departments.

As an experienced and bilingual IT Recruiter, you'll be a key member of a small, but expanding talent acquisitions team, working closely with senior management and the wider team, within a flat organizational structure, on a variety of projects and new hiring assignments, contributing directly to the company's ongoing growth and success!

We work in a fast-moving, challenging, international environment and our in-house recruitment team is critical to both our continued success and our ambitious business expansion plans.

If you're seeking an opportunity to make an impact and be actively involved in every step along the recruitment cycle, this is it!

What you'll do day to day...

- You'll work as key member of a small team, being afforded a high degree of autonomy and be active in driving our recruiting efforts, in partnership with senior management, technical support, project managers, sales and human resources teams.
- Administrate, facilitate, and manage end to end recruitment processes.
- Find, excite, and engage both active job seekers and passive candidates; and ensure a superb candidate experience.
- Skillfully balance promoting the company and career development opportunities with in-depth analysis and evaluation of candidates for technical and cultural fit, whilst also educating/coaching candidates throughout the entire recruitment lifecycle.
- Partner with the business to understand requirements for open positions and contribute to the development of new strategies to engage relevant talent.
- Create attractive job adverts, and careers-oriented marketing content.
- Search pro-actively for talent via social media networks, job portal sites, online tools such as LinkedIn, networking meetings, etc.
- Build a pipeline of candidates that we can reach out to for critical, niche, skills using traditional and non-traditional sourcing for both current and future job requisitions.
- Regularly track and analyze pipeline and performance data to share with internal stakeholders.

Required Skills

Qualifications:

- Professional level proficiency in Japanese and English; preferably native-level in either Japanese or English.
- 3-5 years' experience in recruiting, with a track record for successfully searching, interviewing, and hiring experienced Information Technology professionals (specifically, IT infrastructure and system engineers, IT support technicians, IT project managers, etc.).
- "Nice to Have" - IT business / technical experience a very strong plus.
- "Nice to Have" - knowledge related to providing staffing services in Japan (e.g. gyoumu-itaku, haken, etc.)
- Strong communication, time management, and self-organization skills.
- Self-motivated, goal-oriented and driven to succeed.
- Be willing and able to function effectively both as a team player and independently, as required.

❖ **Applicants should be eligible to work fulltime in Japan.**

Company Description