

systemsGo

Japan Recruitment Specialist

Job Information

Hiring Company[systemsGo Corporation](#)**Job ID**

1511433

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

Salary

4.5 million yen ~ 6.5 million yen

Refreshed

February 26th, 2025 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Being the recruitment partner, working closely with the hiring managers, able to perform the full cycle recruiting through various relevant candidates' channels/networks/platform for sourcing, pipelining, and qualifying high caliber candidates for systemsGo; and by cultivating the Company value to provide a truly unique experience to our candidates including but not limited to the following primary focus:

Under the direction of Country Manager & HR Manager:

- Work with managers to identify hiring needs and assist with head count forecasting to sustain the business growth.
- System Administrator of the systemsGo "Career Page"

- Work with the Marketing Team to establish the systemsGo "Career Page" link to the popular job board.
 - End to end recruitment process including:
 1. - Develop job postings, job descriptions, and position requirements for sourcing candidate through various candidates' channels/networks.
 2. - Source candidates using a variety of search methods to build a robust candidate pipeline including the Graduates Campaign for trainee / internship program
 3. - Screen candidates by reviewing resumes and job applications, and performing phone screenings
 4. - Send potential candidates for the hiring manager to review and to arrange the qualified candidate interview with the hiring manager.
 5. - Perform reference checks as needed for the final candidate
 6. -In accordance with the local employment laws, Use the appropriate employment offer/contract template for preparing the offer letter to be confirmed by the hiring manager /COO.
 7. - Facilitate the offer process by extending the offer and negotiating employment terms with the final candidate
 8. - Ownership of the candidate experience, oversee and improve onboarding procedures and align them to company culture
 - Any other ad-hoc projects/assignment
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Required Skills

- Must be active and organized, show a strong sense of ownership, commitment, & resourcefulness and be a good team player.
 - Basic business knowledge, especially related to best business practices, Standard Operating Procedures, etc.
 - Understanding of IT infrastructure in relation to customers' business is highly desirable, but training can be provided.
 - Excellent communication, negotiation and interview skills
 - Positive attitude and able to take multi task
 - Customer oriented. Strong service mindset, self-motivated, out-going & easy to approach
 - Adept in use of office IT tools, particularly Windows, Outlook
 - Proficient in English and Japanese
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Company Description