

# 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**

March 26th, 2025 01:00

### 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