



Talent Acquisition Specialist/採用担当スペシャリスト

FLEX TIME, WFH, INTERNATIONAL COMPANY

Job Information

Recruiter

iWill Capital G.K.

Job ID

1530233

Industry

Other (Manufacturing)

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 8 million yen

Refreshed

April 1st, 2025 14:35

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Building strong client relationships - partnering with Hiring Managers to understand their business, define their staffing needs, advise on operational excellence and regulatory protocols, and agree best practice recruiting strategy with individual line of business requirements, specific needs and recruiting priorities
- Manage end-to-end recruiting process including sourcing, interviewing and guiding selection process.
- Identify and maintain a network of top talent through research and tools including: Internet based research, data mining, market mapping and other sourcing techniques to build candidate pipelines and profiles. (LinkedIn and etc.)
- Screening CVs, conduct direct sourcing, promoting referral program, and completing interviews of short-listed candidates.
- Tracking and reporting of all recruiting activities in ATS (LEVER) to ensure accurate metrics and reporting. Manage

ATS for any updates and changes.

- Develop creative solutions for focus on build out of diverse pipelines, gathering market intelligence and developing candidate assessment strategies.
- Structuring and negotiation of compensation with successful candidates and Hiring Managers
- Conduct closing interviews/emails and extend offers.
- Providing regular reporting updates and attending appropriate business management meetings
- Plan, develop and execute recruitment marketing partnering with communications team leveraging social media, website, etc.
- Plan and conduct recruitment-related online and offline events, etc.
- Maintaining and developing productive relationships with key suppliers including negotiating and managing terms of business and resolving any disputes which may arise
- Input and update new hire data in onboarding list
- Project management and delivery of a variety of recruitment projects.

Talent Management:

- Develop and execute corporate talent management strategy. Training is included.
- Develop and execute career development plan. Operate Career Hearing cycle.

Required Skills

Basic Qualifications

- - Working experience as recruiter in HR department or as recruiting agent over 3 years
 - Native/Business Japanese and English skill
 - Experience of non-Japanese hiring and basic process understanding of visa
 - **Currently reside in Japan with valid working visa**

Preferred Qualifications

- - Experience of technical recruiting is preferred
 - Experience of talent management/ talent development is preferred

Company Description