



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

募集職種

人材紹介会社

エンワールド・ジャパン株式会社

求人ID

1495979

業種

法律事務所

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区

給与

500万円～600万円

ボーナス

給与：ボーナス込み

勤務時間

9:00～17:30

更新日

2024年11月22日 09:01

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

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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スキル・資格

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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会社説明