

# systemsGo

## Japan Recruitment Specialist

### 募集職種

### 採用企業名

株式会社システムズ ゴー

### 求人ID

1511433

### 業種

ITコンサルティング

### 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, 港区

### 給与

450万円 ~ 経験考慮の上、応相談

### 更新日

2025年01月15日 08:01

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

新卒・未経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

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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## スキル・資格

- 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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## 会社説明