

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02月12日 08:00

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