



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

FLEX TIME, WFH, INTERNATIONAL COMPANY

募集職種

人材紹介会社

アイウィルキャピタル合同会社

求人ID

1530233

業種

その他（メーカー）

会社の種類

中小企業（従業員300名以下）

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

600万円 ~ 800万円

更新日

2025年04月01日 14:35

応募必要条件

職務経験

3年以上

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

流暢

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

- 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.

スキル・資格

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

会社説明