Recruitment Associate Consultant / Office & Team Support

Exciting & Growing Recruitment Agency

Job Information

Recruiter
ALBERTO K.K.

Hiring Company
Alberto Recruitment

Job ID
1101386

Company Type
Small/Medium Company (300 employees or less)

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Chiyoda-ku

Salary
Negotiable, based on experience

Salary Bonuses
Bonuses paid on top of indicated salary.

Work Hours
9:00 ~ 18:00

Holidays
Sat & Sunday, Public Holidays, Company Holidays

Refreshed
November 15th, 2026 04:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level
Native Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
Permission to work in Japan required

Job Description

Exciting & Growing Recruitment Agency

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- Sourcing candidatess, arranging interviews with consultants
- Searching, interviewing and closing candidates
- Developing client business through business development activities
- Formatting candidate resumes and job description (Japanese & English)
- Create/maintain job posts on job searching websites
- HR works (employee on-boarding/off-boarding, health check booking, updating with latest law change
- Prepare invoices
- Check and make correction on recruitment contracts, send them properly to clients
- IT problem shooting (internet, PC, printers, and phone), contact the vendors promptly if needed
- Liaising with vendors (building management, job searching website companies, Labor office, etc.)
- Ordering and maintaining office supplies
- Assist colleagues with translation matters (written and verbal)

Required Skills

- Native level Japanese (MUST)
- Fluent or advanced level English
- Minimum of 1 year experience in a sales or administrative support function within a busy office environment
- Lived or studied (college or university) in the US, Canada, UK, New Zealand or Australia - preferred
- Some experience with Microsoft Word, Outlook, Excel
- Strong communication skills
- Good attention to detail
- Positive & friendly personality a plus!
- Please apply through CareerCross or send your English and Japanese resume to ai@alberto-recruitment.com along with your availability for an interview

Company Description

About ALBERTO K.K.

Alberto Recruitment is a recruitment agency specializing in the search and placement of Legal & Compliance and Finance & Accounting professionals. The company comprises 2 divisions - Legal Team and Accounting Team - each specifically set up to provide a dedicated service to Japanese and foreign clients in Japan.

We maintain strong relationships with mid to top-tier companies and foreign firm firms in Tokyo. Our recruitment service covers the following industries:

- Pharmaceutical & Healthcare
- Retail, Fashion & Consumer (FMCG)
- Information Technology
- Manufacturing & Industrial
- Professional Services
- Logistics

Legal Team - Legal & Compliance Recruitment

Our Legal Team specializes in Japanese and foreign companies in Tokyo as well as the recruitment of bilingual support staff for leading international law firms. We are able to cover the following legal job functions:

- In-House Counsels
- General Counsel & Head of Legal
- Legal Managers & Contract Managers
- Legal Specialist
- Legal Assistants & Corporate Paralegals
- Law Firm Support Functions (Paralegals & Legal Secretaries)
- Business Development / Marketing Professionals
- Corporate Compliance Officers

Accounting Team - Finance & Accounting Recruitment

Our Accounting Team are experts in the area of commerce finance & accounting recruitment. We aim to deliver results and are able to provide recruitment solutions tailored to the specific needs of our clients.

The following are the finance & Accounting positions we cover:

- CFO / Financial Director
- Financial Manager / Financial Controller
- FP & A Director / FP & A Manager
- Senior Financial Analyst / Financial Analyst
- Accounting Manager / Junior to Senior Accountant

- Treasury / Treasury Manager
- Internal Auditor / Internal Audit Manager / Internal Audit Director
- Tax Staff / Manager

For further information on our company and our recruitment services, please visit us at www.alberto-recruitment.com, or www.facebook.com/LegalIntel

ALBERTO株式会社について

私達アルバートリクルートメントは、多くのクライアントから「法務に特化した人材紹介会社」として信頼を頂いてまいりました。今では経理財務・秘書・アドミン等も含めた、管理部門を主に手掛けております。

弊社では専門性の高いサービスを提供することを心掛けており、多くの企業・求職者の皆さまから評価を頂いております。
1名のコンサルタントが企業側・求職者側、両方の窓口を一括して担当し、的確な情報を提供し迅速に対応いたします。

詳しくは弊社のウェブサイトをご覧ください。

www.alberto-recruitment.com