【Recruitment Consultant】Contract Specialist

Fast growing and highly profitable team

Job Information

Temp Agency
SPOTTED STAFFING Inc.

Hiring Company
Spotted Staffing

Job ID
1332090

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

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Chuo-ku

Salary
3 million yen ~ 5 million yen

Salary Commission
Commission paid on top of indicated salary.

Refreshed
November 4th, 2026 01:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
Permission to work in Japan required

Job Description

Responsibilities:

- Utilizing all available resources to develop new candidates.
- Screen and advise candidates, and track all information.
- Provide candidates with exceptional and professional levels of customer service.
- Achieve weekly, monthly, and quarterly KPIs.

- Work closely with colleagues internally to identify potential opportunities for your candidates.
- Be actively engaged in learning and training.
- Perform independent research daily to improve market knowledge.
- Input data into internal CRM.

Required Skills

- Professional attitude and strong work ethic
- A competitive, ambitious, and determined mindset
- N2 Japanese or higher (Preferable), TOEIC 800 or higher
- Sales or Recruitment experience is preferred but not essential
- Interest in either technology, startups, finance, or venture capital
- Must be currently based in Japan due to existing border closures

Company Description

Spotted Staffing is a fully owned subsidiary of Spotted K.K. which handles Haken recruitment. We are specialized in tech/global companies and manage a wide range of positions including tech-related positions such as engineers, project managers, pre-sales, as well as back office and sales positions.

Haken License: 派13-314307

有料職業紹介事業：13-ユ-313049

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労働者派遣事業：派13-314307

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