



## 【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**

July 16th, 2025 07:00

### 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.
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## 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
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## 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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