



New Grad Recruiter

Job Information

Recruiter

Cornerstone Recruitment Japan K.K.

Hiring Company

IT ベンチャー企業

Job ID

1447579

Industry

Software

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

July 25th, 2025 11:02

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【COMPANY OVERVIEW】

IT ベンチャー企業

【JOB RESPONSIBILITIES】

- ・ 採用戦略の策定、採用基準や手法の決定
- ・ 求人票の政策掲載
- ・ エージェントの開拓とリレーションの構築
- ・ ダイレクトリクルーティングの企画と実行
- ・ 会社説明会の実施
- ・ 候補者の進捗管理
- ・ 書類選考や面談・面接の対応
- ・ 候補者のモチベーションとクロージング
- ・ コーポレートサイトや各種媒体の企画と運営

- 採用PR活動
- オファーレターの作成
- 内定者のフォロー、各施策の振り返りと改善
- 中途採用業務・外国籍の方の採用担当

【REQUIREMENTS】

- 2年以上の社会人経験
- ビジネスレベルの英語力（TOEIC800点～）
- 新卒・中途問わず自社採用経験
- 人材紹介会社での法人営業経験
- RPO等の採用支援会社での経験あるいはコンサルティング会社での人事コンサル経験
- 事業会社における営業などビジネスフロントサイドのご経験

【FOR FURTHER INFORMATION】

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OR

Click “Apply now” in the top right.

Company Description

Cornerstone Recruitment Japan is focused on placing bilingual professionals in a wide range of market leading companies.

Focusing across all sectors, we leverage the network of our experienced consultants to provide both clients and candidates with high end service levels and most importantly results.

We are passionate about helping our clients in securing the best talent on the market, by introducing unique profiles who can give them the edge in an increasingly competitive recruitment market.

Established in 2019, in partnership with Cornerstone Global Partners and with investment from Morgan Stanley, Cornerstone Recruitment Japan strives to be the recruitment partner of choice for all Tokyo based clients and candidates.

Our Mission

The Cornerstone. As every building requires a cornerstone, we believe people are the cornerstone of every great company. Our recruitment experts are passionate about bringing together great people with great companies.

Our Business Sectors

- Accounting & Finance
- Financial Services
- Human Resources and Office Professionals
- Industrial
- Information Technology
- Legal & compliance
- Life Science
- Supply Chain & Procurement
- Marketing
- Sales

Our Services

• Contingency

Many clients choose to utilize our success based contingent recruitment service. We take the time to fully understand the job brief before presenting a tailored shortlist of 5 to 6 candidates from our expansive existing network. This service comes with no obligation to hire and our clients only pay a fee when the successful candidate joins.

• Retained

Our retained service is particularly successful for clients with high profile/critical hiring needs, or niche searches that involve a significant amount of time unearthing candidates from outside our existing network. Clients who choose our retained service benefit from the introduction of exclusive headhunted candidates and top prioritization from the Cornerstone team.

• Market Entry

With a wealth of experience in the Japan market, our consultants have successfully helped many clients enter the Japan market. We can help you secure that critical first hire, as well as providing a consultation service, to make sure that your business is well prepared for all the initial hurdles it will face.