Associate consultant (recruitment)

Global environment, Flex time, WFH

Job Information

Recruiter
en world Japan K.K

Hiring Company
En World Japan

Job ID
1462683

Industry
Recruitment Agency

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

Non-Japanese Ratio
Majority Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Chuo-ku

Train Description
Ginza Line, Kyobashi Station

Salary
3.5 million yen ~ Negotiable, based on experience

Work Hours
9:00-18:00

Holidays
Weekends, National holidays

Refreshed
November 29th, 2026 05:00

General Requirements

Career Level
Entry Level

Minimum English Level
Fluent Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

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As an Associate Consultant, you'll provide valuable services to job seekers, including candidate sourcing, leading consultative career meetings, and following up with existing candidates. You'll attend and shadow senior team members and your manager at client meetings to gain a deeper understanding of their needs and preferences. This will equip you with the knowledge and skills needed to excel in your role and progress towards promotion to the Consultant level.

- Sourcing new candidates (Candidate Sourcing)
  Candidate sourcing is a crucial responsibility of the Associate Consultant role. This involves engaging with both active and passive job seekers in the job change market, with the aim of establishing meaningful connections and offering career counseling that caters to both their short-term and long-term aspirations.
- Following up with existing candidates (Candidate Updates)
  As an Associate Consultant, it's essential to maintain consistent communication with our existing candidates. By confirming their latest status and providing them with valuable information on a regular basis, we demonstrate our commitment to their professional success and foster long-term relationships that benefit both parties.
- Trainings to be promoted to a consultant
  To be promoted to the role of consultant, Associate Consultants must undergo a rigorous training program that covers key skills such as client meetings, candidate search techniques, job pitching strategies, client-candidate matching, and interview coordination. These trainings are designed to equip our team members with the knowledge and expertise needed to excel in their roles and deliver exceptional service to our clients.

Company Description