【中国語歓迎】外資IT採用担当

Job Information

Recruiter
en world Japan K.K

Job ID
1507131

Industry
Internet, Web Services

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

Non-Japanese Ratio
About half Japanese

Job Type
Contract

Location
Tokyo - 23 Wards

Salary
5 million yen ~ 8 million yen

Work Hours
09:00 - 18:00 (break time: 60 mins)、月 ~ 金

Holidays
・休日：土日、祝日、年末年始 ・特別休暇：慶弔休暇、産前産後休暇、育児休暇

Refreshed
November 16th, 2026 04:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Other Language
Chinese (Mandarin) - Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
Permission to work in Japan required

Job Description

Position: Talent Acquisition Specialist ,採用担当

雇用形態：契約社員（ 1 年契約、更新ある、正社員登用ある ）

Location: Minato-ku, Tokyo

Work style: 在宅勤務メイン、必要の時出社勤務

年収：500万円 ~ 800万円（経験による相談可能）

This position will report to the People & Culture Director, APAC

Responsibilities:

You can fill roles with your creativity, persistence and – let's face it, you've got some great phone skills

You're professional, likeable and you know how to identify a successful candidate and match candidates with the right position

Using postings, Linkedin, networking, resume databases, and external sourcing, you can find and close the elusive perfect candidate

You like to work with hiring managers and assist in the creation of job descriptions, discuss candidate feedback and adjust the search accordingly

You are someone who can manage vendor relationships and make decisions in conjunction with management about when you use them

You have experience recruiting for Japan and the extensive APAC region

You have a strong background in filling both IT professional service and go-to-market roles

You have worked as a trusted partner to Human Resources and to Hiring Managers and you know when and what questions to ask and when to take the ball and run with it

You don't mind creating reports to let the Team know your progress and you have worked at companies that are growing at a rapid pace

Maintain detailed knowledge of applicable local labor laws and regulatory requirements

Other HR operation and administration duties (15% of day-to-day work) Qualifications:

BA degree, or equivalent experience.

8+ years in Human Resources.

5+ years in recruitment business, IT related experience is a plus.

Solid knowledge of Japan HR policies.

Ability to competently converse in English is essential, other languages including Mandarin, Korean, a plus but not mandatory

Ability to be work independently and as part of a team

A self-starter who is resilient and confident in their approach

What we offer:

To be part of a great HR Team!

Competitive salary and benefits

A multifaceted job with a high degree of responsibility and a broad spectrum of opportunities

Varied and challenging work which allows you to continually learn and develop

Opportunity to work remotely with a dedicated and motivated team

A remote work environment built on collaboration, flexibility, and respect

Required Skills

人物像：Standaloneの採用担当。APACチーム（上海）への報告が必要

中国語スキルがあれば尚可。

IT関連のダイレクトソーシング能力など、優れた採用経験が必要。

Company Description