



## 【100% Remote】In-house Talent Acquisition Specialist

### Job Information

**Hiring Company**

Pie Systems Japan K.K.

**Job ID**

1538434

**Industry**

Internet, Web Services

**Company Type**

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

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chuo-ku

**Train Description**

Ginza Line Station

**Salary**

6 million yen ~ 8 million yen

**Holidays**

土日祝休み

**Refreshed**

May 23rd, 2025 00:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**【募集要項 本ポジションの魅力】**

- ・ 英語を活かしグローバル人材を採用
- ・ ハイブリッド勤務・フレックス制度あり
- ・ 候補者発掘から採用戦略まで主導
- ・ 観光×テックの急成長スタートアップ

**Job brief :**

当社の成長を支える優秀な人材の採用を加速するため、In-house Talent Acquisition Specialistを募集します。

このポジションでは、社内の各部門と連携し、採用ニーズの把握から候補者の発掘、選考プロセスの管理まで一貫して担当いただきます。  
外部エージェントのような能動的なリサーチとアプローチ力が求められるポジションです。

We are looking for a highly motivated In-house Talent Acquisition Specialist to help accelerate the hiring of top talent that will drive our company's continued growth. In this role, you will work closely with internal teams to manage the entire hiring process—from understanding hiring needs to sourcing candidates and overseeing the selection process. The position requires a proactive approach to research and outreach, similar to that of an external recruitment agency.

**You will :**

- 採用要件の明確化に向けた、各部門とのコミュニケーション
- ダイレトリクルーティング(LinkedIn、SNS、その他データベースの活用)
- 候補者へのスカウトおよびアプローチ
- 書類選考・面接日程調整・進捗管理など、選考プロセス全体の運営  
(アルバイト、派遣社員の採用を含む)
- 外部エージェントとの連携・管理(必要に応じて)
- 採用ブランディング活動
- 上記の業務に関し、自発的にアイデアを創出し、戦略立案から実行までを推進
- Collaborate with internal departments to clarify and define hiring needs
- Conduct direct sourcing through platforms such as LinkedIn, social media, and various talent databases
- Proactively reach out to and engage with potential candidates
- Manage the full recruitment process, including resume screening, interview scheduling, and pipeline tracking (including part-time and temporary hires)
- Coordinate and manage relationships with external recruiting agencies, as needed
- Lead and contribute to recruitment branding initiatives
- Take initiative to propose ideas and drive strategic planning and execution across all aspects of the recruitment process

**Company:**

Pie Systems is building a platform to support, build, and expand tourism through a digital approach, starting with the \$70B+ tax-free shopping industry globally. Our mission is “Empowering local partners, globally. Delighting global tourists, Locally”. We seek to empower local partners and global tourists with data, analytics, and marketing to help grow sales and spend by tourists at local establishments including retail shops, restaurants, hotels, etc. The tourist-facing Pie VAT app enables more touch points with tourists as they are abroad, encouraging easy exploration, discovery, and shopping. For store partners, our tax-free platform is digital, efficient, and free to use.

We're a global, VC-backed startup working at the intersection of fintech, retail, and travel. Our core product, Pie VAT is a frictionless digital solution for the \$70b tax-free shopping. We are a remote-first distributed team across the US, Europe, and Asia (hubs in San Francisco, Copenhagen, and Tokyo). Among our thousands of store partners are some of the best-known brands and retailers in the industry.

As Pie's growth accelerates and our product continues to delight users, we're looking for incredible people to help us achieve our ultimate vision of creating the best tourism experience. Our product-first focus allows for features and decisions to be led by a customer-centric mindset. We're analytical and ambitious - willing to do whatever it takes to empower our teams, and bring as much value as possible to our customers.

**Report to:** Head of People Success

**EmploymentType:** 正社員/Full Time

**Work location:** Hybrid

**想定年収:** 600-800万円 (固定残業月45時間含む)

**勤務時間:** フレックスタイム制、週5日勤務 (土日祝休み)

## Required Skills

**You have :**

- 中途採用領域での実務経験5年以上(事業会社または人材紹介会社いずれでも可)
- ダイレトリクルーティングの経験と知識
- すべての採用Activitiesに関し、hands-onで携わっている経験
- 採用戦略構築経験
- 候補者や社内部門との円滑なコミュニケーション能力
- 複数の案件を並行して進行するプロジェクトマネジメントスキル
- 英語でのビジネスコミュニケーション(読み書き・会話)
- 学士号以上
- Minimum of 5 years of hands-on proven experience in mid-career recruitment, either in a corporate HR setting or at a recruiting agency
- Hands-on experience and knowledge of direct sourcing and headhunting
- End-to-end experience across all stages of the hiring process
- Experience in developing and implementing recruitment strategies
- Strong communication skills for smooth collaboration with both candidates and internal teams
- Project management skills to handle multiple open roles simultaneously
- Business-level English (reading, writing, and speaking)
- Bachelor's degree or above.

**Ideal Candidate Profile:**

- 自ら手を動かし、スピード感を持って動ける方

- 結果にコミットし、試行錯誤しながら改善できる方
- チームや会社全体の成長に貢献したいというマインドをお持ちの方
- A self-starter who can work hands-on with a strong sense of urgency
- Results-driven, with a willingness to experiment and continuously improve
- Passionate about contributing to the growth of the team and the organization as a whole

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## Company Description