

# THAKRAL ONE

## Talent Acquisition Specialist

### Job Information

**Hiring Company**[Thakral One](#)**Job ID**

1538712

**Industry**

IT Consulting

**Job Type**

Contract

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 6 million yen

**Refreshed**

July 16th, 2025 12:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Talent Acquisition Specialist**

The TA specialist is responsible for sourcing, attracting, initial screening, and supporting TA in E2E recruitment.

You are responsible for ensuring the best experience on candidates and employees, promoting the company brand through recruitment initiatives, and special events and projects.

**Your responsibilities:**

- Support services from candidates to client Teams in HR related issues.
- Act as a sensor to the Field Talent Acquisition and proactively raise flags when needed.
- Upload, update and maintain data on various HR systems, and issue reports and analyses, to allow ongoing monitoring and decision-making.
- Generate, design and present a variety of reports that support organizational processes and enable ongoing improvement of recruiting processes.
- Aid the improvement and automation of TA processes, preparing business requirements, working with various partners to prepare functional design and guide relevant partners; recruiters, candidates and business directly.

- Ensure the completion of various relevant audit requirements within defines timelines, to ensure statutory compliance
  - Continuously coordinate, prioritise and follow up very detailed admin activities such as interview scheduling, background check processes, etc
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## Required Skills

- A minimum of 1-2 years in recruitment
  - Native Japanese language speakers. Bilingual in English is a plus but not a must
  - Experience working in hiring for technology and non-technology requirements in Japan.
  - Good analytical and reporting skills and ability to use Excel or any other tool for tracking.
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## Company Description