



Internal Recruiter Exclusive job

Work in a bilingual environment

Job Information

Hiring Company

BiOS, Inc.

Job ID

1539874

Industry

System Integration

Job Type

Contract

Location

Tokyo - 23 Wards, Shinjuku-ku

Salary

Negotiable, based on experience

Refreshed

July 18th, 2025 03:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

- Support Service Managers and recruitment staff to provide our customized and bilingual IT services and solutions to international clients in Tokyo, and in Osaka
- Work with various teams to identify IT engineers with appropriate technical skills from the market using our engineer database and job search websites
- Drive the hiring process
- Register new engineer's profile on our recruitment database
- Screen scouted engineer's resumes and match with available job positions. Discuss with them over phone to check their language abilities
- Coordinate with administration, HR, and accounting teams to prepare staff contracts, etc.

Required Skills

- Japanese (JLPT1 or, above) and English with Bilingual communication skills (Must)
- At least one year of recruitment experience in IT is preferred, but not mandatory
- Understand and recruitment needs
- Basic understanding in IT (infrastructure and applications)
- Ability to work under assigned KPI
- Willing to work as a team
- Eager to learn
- fluent (JLPT1) level Japanese or, above , high business level English

More:

This job is a hybrid type, mainly work from home, at times Nishi-shinjuku office when required).

Salary: commensurate with skills and experience

Company Description