

### Recruitment Manager

#### **International Real Estate**

### Job Information

#### Recruiter

Cornerstone Recruitment Japan K.K.

#### Job ID

1552085

### Division

**Human Resources** 

#### Industry

Real Estate Brokerage, Management

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

7 million yen ~ 10 million yen

### **Work Hours**

40 hours/week

## Holidays

Sat, Sun, public holidays

#### Refreshed

December 2nd, 2025 16:00

## General Requirements

## **Minimum Experience Level**

Over 3 years

### **Career Level**

Mid Career

## Minimum English Level

Fluent (Amount Used: English usage about 75%)

### Minimum Japanese Level

**Business Level** 

### **Minimum Education Level**

High-School

### Visa Status

Permission to work in Japan required

### Job Description

- Lead full-cycle recruitment for roles across the company in Japan, from job posting and sourcing, to interview coordination, offer negotiation, and onboarding.
- Partner with hiring managers and HR leadership to understand hiring needs, define role requirements, and create
  effective sourcing strategies.
- Build and manage a strong talent pipeline through direct sourcing, employee referrals, job boards, and partnerships.
- Maintain accurate and up-to-date records in applicant tracking systems.

- Monitor recruiting metrics and continuously optimize hiring processes.
- Collaborate with regional and global HR teams to align recruitment practices with company-wide standards.

# Required Skills

- 3-6 years of recruitment experience, preferably in a high-growth startup, SaaS, or tech environment. Proven success hiring across a range of functions and seniority levels.
- Strong understanding of the Japanese talent market and local recruiting practices.
- Excellent communication and relationship-building skills.
  Ability to work independently and manage multiple roles at once.
- Fluency in Japanese and business-level English (written and spoken).
- Based in or willing to relocate to Tokyo.

# Company Description