



## 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 30th, 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.
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## 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.
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## Company Description