



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

August 26th, 2025 05:00

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