



## Recruiters: Mid-Senior Recruiters & Recruitment Coordinators

### Your Next Career Move in Recruitment

#### Job Information

**Recruiter**

[Cornerstone Recruitment Japan K.K.](#)

**Job ID**

1561720

**Industry**

Software

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

May 20th, 2026 02:00

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

#### Job Description

An industry-leading tech-based company is looking for recruitment professionals across various seniority levels:

- Senior recruiter (manager/senior expert level)
- Senior recruiter (mid-career level)
- Recruitment Coordinator

Be part of a truly international environment with the opportunity to impact recruitment beyond the borders of Japan.

#### Key Responsibilities

- Partner with hiring managers to plan and execute end-to-end recruitment processes.
- Source and engage candidates through market research.
- Manage end-to-end hiring processes with a focus on quality and speed.

- Support HR initiatives, including engagement and process improvements.
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## Required Skills

### Key Requirements

- Recruitment Coordinators must have 2+ years of HR/recruitment coordinating experience.
  - Senior recruiters must have 3+ years of end-to-end recruitment experience.
  - Business-level fluency in Japanese and English.
  - Strong stakeholder and communication skills.
  - Experience with ATS tools.
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## Company Description