



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

4 million yen ~ 12 million yen

Refreshed

February 11th, 2026 06:00

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.

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.

Company Description