



Skillhouse - Candidate Coordinator/ Recruitment Consultant

High earning, Fast earning

Job Information

Recruiter

[Skillhouse Staffing Solutions K.K.](#)

Job ID

1564020

Industry

Recruitment Agency

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 8 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Salary Commission

Commission paid on top of indicated salary.

Work Hours

Flex from 7:30AM to 9:00AM Start/ Hybrid

Holidays

Five-day workweek, Paid holidays, National Holidays etc.

Refreshed

June 2nd, 2026 15:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

This is a wonderful career opportunity for a Candidate Coordinator wanting to join a dynamic, market leading specialty IT Staffing Firm. The Candidate Coordinator will register, consult and manage assigned candidates and work with the sales team to submit candidates for client openings. This is a candidate facing sales opportunity. Candidate Coordinators are not responsible for sourcing candidates, but rather managing a large pool of candidates to be assigned to client requirements.

Position Details

- Meeting, registering and qualifying assigned candidates
- Work with candidates to determine best fit and career opportunity (position matching, introduction, close follow-ups)
- Match candidates to client needs and support candidate through the interview process
- Provide quick follow up and candidate management
- Work with the client facing Sales Department to ensure proper fit and timely order fulfillment
- Ensure candidate satisfaction
- Manage a pool of candidates and provide ongoing career support
- Ensure speedy and quality candidate engagement and support

What We Offer

- A dynamic and international working environment
- Opportunities for professional development and career growth
- A competitive salary with performance-based incentives
- Comprehensive benefits package
- A supportive and collaborative team culture

Career Progression

Average length of promotions for Candidates Coordinators are once every 14 months with an opportunity to double base salary within 2 years of employment.

Required Skills

- Must have at least four (4) years of coordinating, sales, recruitment or staffing experience
- Must be have JLPT 2 or above
- Must have an English TOEIC score of 600 or above
- Must have strong communication skills
- Able to multitask and coordinate various activities on a daily basis
- Able to work in fast paced work environment
- Must have strong attention to detail
- Must have strong time management skills
- Must be result oriented
- Must have sales mindset and comfortable working to sales goals

Company Description