

## 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

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## General Requirements

# **Minimum Experience Level**

Over 3 years

## Career Level

**Entry Level** 

# Minimum English Level

**Daily Conversation** 

## Minimum Japanese Level

Native

### **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