

## 【英語を活かす】タレントアキュイジション担当/ Talent Acquisition Representative

グローバルIT企業にて、タレントアキュイジション担当の求人がございます。

### Job Information

**Recruiter**

Robert Walters Japan (ロバート・ウォルターズ)

**Hiring Company**

グローバルIT企業

**Job ID**

1568880

**Industry**

Software

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Based on hourly rate

**Work Hours**

お問い合わせください

**Holidays**

完全週休2日制, 土日祝日休み, 有給休暇

**Refreshed**

December 15th, 2025 13:00

### General Requirements

**Career Level**

Entry Level

**Minimum English Level**

Native

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

A global IT solutions company is looking for a Talent Acquisition Representative. The selected candidate will support end-to-end HR and recruitment operations while improving and automating TA processes. This is a contract role.

A leading global provider of software and services for communications and media companies, this organisation empowers businesses to accelerate digital transformation and deliver exceptional customer experiences. With cutting-edge solutions in IT, cloud, and 5G innovation, it offers dynamic career opportunities for professionals eager to shape the future of connected technology.

**Keywords:**

人事, 総務, 採用, リクルート, リクルートメント, 求人, 外資系

Job Ref: K0XXCV

**Responsibilities:**

- Support candidates and teams in HR-related issues
- Identify and escalate potential challenges to Field TA proactively
- Maintain and update HR systems, generate reports, and provide analyses
- Design and present reports to enhance recruitment processes
- Contribute to process improvement and automation initiatives
- Coordinate and follow up on administrative tasks like interview scheduling and background checks

**Requirements:**

- Experience with IT hiring (Software Architects, Cloud Architects, IT Project managers and PMOs etc.)
- Bilingual level Japanese and English

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**Company Description**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.