

【マレーシア勤務】キャリアアドバイザー（リクルーター）/KL勤務/日勤/新卒歓迎

Job Information

Recruiter

PERSOL Asia Pacific Pte. Ltd. (PERSOL APAC)

Job ID

1571022

Industry

Recruitment Agency

Company Type

Large Company (more than 300 employees)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Work Hours

月曜～木曜 : 9:00am～6:00pm / 金曜: 9:00am～5:30pm

Holidays

土日、マレーシア祝日

Refreshed

January 2nd, 2026 13:45

General Requirements

Career Level

Entry Level

Minimum English Level

Fluent

Minimum Japanese Level

Daily Conversation

Other Language

Malay - Fluent

Minimum Education Level

High-School

Visa Status

No permission to work in Japan required

Job Description

Overview of Company

One of the biggest HR agencies in Japan. It was established in 1973, and we have over 78k employees and advanced operations in 13 countries, including Malaysia.

We have a 41-year history in Malaysia, and the size of our company in Malaysia is around 350 employees. There are several positions, but we are looking for positions as follows mainly.

- Recruitment Advisor: Support the company how can the hire suitable candidates
- Career Advisor: Support Job seekers who want to join a new environment.

Responsibility:

Career Advisor: Mainly support and manage the Candidate(Job seeker) side.

CA activity(Recruiting)

- By using a recruiting page, post job information on SNS like LinkedIn.
- Register job information in the internal system and post job information to our company website and job portal.
- Post job information to job posting sites like Jobstreet, Indeed others.
- Arrange a webinar/seminar for the candidate and explain about latest job information.

Registration interview

- Once a candidate applies to our job, we arrange a registration interview.
- During the interview, clarify about candidate's career vision, demands, and potential requirements with professional knowledge.
- Introduce a suitable job for the candidate and confirm the willingness to apply.
- If the candidate is not interested in applying job for now, keep in touch with the candidate and introduce the job frequently if you get a new suitable job for the candidate.
- If the candidate has some specific skills related to the Japanese language, arrange a language assessment interview with a Japanese consultant.

Arrange an interview with the client and the administration job

- Make the endorsement CV belong to the original CV that was shared by the candidate.
- Arrange an interview with the client and advise the candidate for a smooth interview session.
- Clarify candidate demand after the interview and collaborate with the RA(Recruitment advisor)
- Make a Weekly and monthly KPI report, make a PDCA strategy, and share with co-workers.

Required Skills

Must Have:

- Japanese Language At least N3(if no certificate but can speake Japanese, you can apply)
- Fresh grads are also welsome to apply
- Like to challenge new things
- No need for a work visa in Malaysia

Prefer to have:

- Working experience as a Recruiter or Recruitment industry
- Related industry experience

Company Description