

【英語を活かす】タレントアクイジションスペシャリスト/Talent Acquisition Specialist

多国籍テクノロジー企業にて、TAスペシャリスト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

多国籍テクノロジー企業

Job ID

1572140

Industry

Internet, Web Services

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

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

Refreshed

March 9th, 2026 02:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A multinational technology company is looking for a Talent Acquisition Specialist. The selected candidate will manage end-to-end recruitment and support hiring teams across the business. This is a direct contract and hybrid role.

A multinational technology and payment solutions provider with one of the biggest geographical coverages within the global user community.

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: P8DZJG

Responsibilities:

- Drive the full recruitment lifecycle, from sourcing to interview coordination

- Deliver a consistent and professional candidate experience
- Serve as the primary contact for candidate queries
- Oversee recruitment administration, including postings and scheduling
- Maintain accurate talent acquisition data and documentation
- Partner with external agencies and internal stakeholders on hiring initiatives

Requirements:

- Experience in end-to-end recruitment, ideally in the service or retail sector
- Prior experience recruiting both full-time and part-time roles, particularly in customer service environments
- Proven experience using HRIS and ATS platforms
- Proficient in MS Office Suite
- Knowledge of professional and social media platforms (LinkedIn, Glassdoor, etc.)
- Native level Japanese and English

Preferred requirements:

- Diploma or degree in Human Resources, Business Administration, or a related field
- Prior Workday experience
- Background in recruitment projects

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.