



Headhunter / Recruitment Consultant (Bilingual preferred)

Competitive salary & commission

Job Information

Hiring Company

extra mile Inc.

Job ID

1574536

Industry

Recruitment Agency

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Toei Oedo Line, Roppongi Station

Salary

4 million yen ~ 15 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Salary Commission

Commission paid on top of indicated salary.

Hourly Rate

月収28万～ (チームリーダー：月収32万円～)

Work Hours

10:00 AM – 7:00 PM (1-hour break)

Holidays

年間休日120日以上 完全週休2日制 年末年始休暇 慶弔休暇

Refreshed

February 20th, 2026 15:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

英語または中国語スキル歓迎 その他言語スキルをお持ちの方は尚歓迎

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description**Position Overview / 職務概要**

We are seeking a high-performing Recruitment Consultant (Headhunter) who will act as a strategic partner to both client companies and candidates. This role is responsible for managing the full recruitment lifecycle, from business development and client consulting to candidate sourcing and career advisory. For those with proven results, **we expect you to step into a Team Leader role**, taking responsibility for subordinate development and team management alongside your consulting duties.

企業と候補者の双方に対し、戦略的パートナーとして価値提供を行うポジションです。法人営業（RA）および候補者支援（CA）の両面を担い、採用成功まで一気通貫でリードします。ハイパフォーマーの方には将来的に（あるいは早期から）チームリーダーをお任せし、メンバーの育成やマネジメントにも携わっていただくことを期待しています。

Key Responsibilities / 業務内容**Client Side (RA – Recruitment Advisory) / 法人向け業務 (RA : リクルーティングアドバイザー)**

- Develop new business and manage relationships with client companies
- Conduct in-depth needs analysis and define hiring requirements
- Advise clients on hiring strategies, market trends, and salary benchmarks
- Draft and optimize job descriptions
- Coordinate interviews and negotiate offers
- Support onboarding and long-term client partnerships

- 採用企業への新規開拓および既存顧客との関係構築
- 採用ニーズ・課題のヒアリングおよび要件定義
- 市場動向・年収相場・競合状況を踏まえた採用戦略の提案
- 求人票の作成・改善
- 面接調整・条件交渉
- 内定後・入社後のフォローアップ

Candidate Side (CA – Career Advisory) / 候補者向け業務 (CA : キャリアアドバイザー)

- Source candidates via databases, direct scouting, referrals, and networking
- Conduct career interviews and assess candidate motivations and competencies
- Provide career guidance and job matching
- Support resume preparation and interview coaching
- Manage candidate experience throughout the selection process

- データベース、スカウト、リファラル等を活用した日本籍・外国籍候補者サーチ
- キャリア面談の実施および志向性・スキルの分析
- キャリア設計支援および求人紹介
- 履歴書・職務経歴書の添削、面接対策
- 選考プロセス全体における候補者体験の設計・管理

- **Management & Leadership (For Team Leaders) / マネジメント・リーダー業務**
 - Mentor and train junior consultants to improve their performance
 - Manage team KPIs and oversee progress toward collective goals
 - Develop and implement effective recruitment strategies for the team

- 部下の育成・トレーニングおよびパフォーマンス管理
- チームKPIの管理および目標達成に向けた進捗管理
- チーム全体の成約率向上のための戦略立案・実行

Performance & Operations / 成果管理

- Manage KPIs such as interviews, submissions, and placements
- Maintain accurate data in CRM/ATS systems
- Continuously build long-term talent networks
- Contribute to team knowledge-sharing and process improvement

- 面談数・推薦数・成約数などのKPI管理
- CRM/ATSへの正確なデータ入力・管理

- 中長期的なタレントネットワークの構築
- チーム内ナレッジ共有および業務改善への貢献

Employment Type/ 雇用形態

- Full-time employee or contract employee
- Probation period: 3 months (as a contract employee)
- After the probation period, conversion to a full-time position will be considered upon mutual agreement.

- 正社員もしくは契約社員
- 試用期間：3ヶ月、契約社員
- 試用期間終了後、双方合意のうえ正社員へ切り替え

Required Skills

Required Qualifications / 必須条件

- Experience in B2B/B2C sales, consulting, recruitment, or related fields
- Strong communication and relationship-building skills
- Goal-oriented mindset with resilience
- Ability to work autonomously in a fast-paced environment
- Business-level Japanese (for roles in Japan)
- Experience in managing or leading a team (for team leader roles)

- 法人営業／個人営業／コンサル／人材業界などの経験
- 高いコミュニケーション能力と信頼関係構築力
- 数値目標へのコミットメント力
- 自律的に行動できる方
- マネジメント経験（チームリーダーの場合）

日本語ビジネスレベル（国内業務の場合）

Preferred Qualifications / 欲望条件

- Experience in recruitment, headhunting, or HR consulting
- English or Chinese proficiency
- Proficiency in other languages
- Experience working with executive or high-level professionals
- Interest in startups, technology, or global business

- 人材紹介・ヘッドハンティング経験
- 英語または中国語スキル
- その他言語スキルをお持ちの方は尚歓迎
- ハイレイヤー人材の支援経験
- スタートアップ・IT・グローバル領域への関心

Company Description