



## Recruitment and Visa Specialist Exclusive job

### Working at American University in Japan

#### Job Information

##### Hiring Company

Temple University, Japan Campus

##### Subsidiary

Temple University, Japan Campus (TUJ)

##### Job ID

1577799

##### Division

Human Resources

##### Industry

Education

##### Company Type

Small/Medium Company (300 employees or less) - International Company

##### Non-Japanese Ratio

Majority Non-Japanese

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards, Setagaya-ku

##### Train Description

Tokyu Denentoshi Line, Sangenjaya Station

##### Salary

4 million yen ~ Negotiable, based on experience

##### Salary Bonuses

Bonuses paid on top of indicated salary.

##### Work Hours

9:00-17:30 Monday through Friday (37.5 hours per week)

##### Holidays

Weekends, Public Holidays, approx. 2 weeks over New Year

##### Refreshed

February 12th, 2026 12:03

#### General Requirements

##### Minimum Experience Level

Over 3 years

##### Career Level

Mid Career

##### Minimum English Level

Business Level (Amount Used: English usage about 75%)

##### Minimum Japanese Level

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

No permission to work in Japan required

**Job Description****Position**

Recruitment and Visa Specialist

**Department**

Human Resources

**Position type**

Full-time

**Location**

Tokyo (Sangen-jaya station): hybrid-remote flexibility after initial training period available.

**Work hours**

37.5 hours per week (9:00 to 17:30, Monday to Friday)

**Report to**

Manager of Recruitment and Visa

**Visa Requirement**

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

**Salary & Benefits**

Salary commensurate with experience.

Eleven (11) days paid vacation in the first year, increasing to 20 days after 6 years of employment, plus 5 paid "personal and sick days" each year. In addition, approximately two weeks company-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, a welfare-discount program membership, retirement payment system, and tuition benefits for Temple University, Japan Campus (TUJ) programs.

**Overview of position**

TUJ is seeking a motivated and well-organized Recruitment and Visa Specialist to support in-house recruitment and visa operations. This role is responsible for managing end-to-end recruitment activities, from planning hiring schedule with the hiring managers to coordinating onboarding process for newly hired employees. The position also manages visa and work permit applications for non-Japanese employees.

To successfully perform these core duties, the Recruitment and Visa Specialist is expected to provide professional and timely support to staff and faculty, maintain accurate and up-to-date records across relevant systems, and collaborate closely with the Manager of Recruitment and Visa, as well as team members to ensure smooth HR operations.

**Primary Responsibilities****Recruitment**

- Assist in drafting and updating job descriptions in collaboration with hiring department managers
- Manage job postings on the TUJ website and third-party job advertising platforms
- Monitor and respond to recruitment-related inquiries and emails
- Communicate with recruitment agencies and job advertising vendors to build and maintain candidate pipelines
- Screen initial application materials and provide recommendations to hiring managers
- Arrange and conduct interviews
- Conduct reference and background checks for finalist candidates
- Prepare and distribute offer letters and other employment-related documents
- Assist the Manager of Recruitment and Visa with compensation discussions as needed
- Manage contracts and documentation for temporary staff
- Coordinate and support onboarding processes for new hires, including maintaining database records
- Conduct new hire orientations
- Support the Manager of Recruitment and Visa in confirming and aligning hiring processes with departments

**Visa Support**

- Track and monitor visa and work permit statuses for all non-Japanese employees
- Proactively contact employees whose visas or work permits are approaching expiration
- Collect, issue, and review required documentation for visa and work permit applications
- Process work visa-related applications
- Stay current with Japanese immigration laws and regulations

#### **Other Duties as Assigned**

- Perform other duties as assigned by the Manager of Recruitment and Visa
- Assist with walk-in inquiries at the office regarding human resources matters

#### **Application Process**

Review of applications will begin immediately with the desired start date of April 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/79?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. cover letter,
2. resume or c.v.,
3. contact information for two references.

Only those who passed the initial screening will be contacted.

Temple University, Japan Campus is committed to equal opportunity employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall receive full and equal consideration for employment. The university does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law. Candidates who can contribute to the institution's goals are strongly encouraged to apply.

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#### **Required Skills**

#### **Qualifications & Experience**

- 2-3 years of experience in Human Resources
- Excellent verbal and written communication skills in both Japanese and English
- Strong computer skills, including proficiency in Microsoft Office and other CRM/ATS systems
- Experience working in an international or multicultural environment
- Excellent organizational and coordination skills
- Strong attention to detail with proven administrative skills
- Ability to manage multiple tasks effectively in a fast-paced environment
- Flexible and adaptable to change
- Knowledge of and experience with work visa applications preferred
- Experience in talent acquisition preferred

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#### **Company Description**