



## Japan Recruitment Specialist / 日本採用スペシャリスト

### Lead Japan Hiring Projects - 日本の採用プロジェクト

#### Job Information

**Recruiter**

Expert Executive Recruiters (EER Global)

**Hiring Company**

Expert Executive Recruiters

**Job ID**

1585681

**Industry**

Other (Recruitment Services)

**Company Type**

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

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Japan

**Salary**

Negotiable, based on experience

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Salary Commission**

Commission paid on top of indicated salary.

**Work Hours**

Mon - Fri

**Holidays**

20

**Refreshed**

June 2nd, 2026 16:00

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

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**Job Description****Japan Recruitment Specialist****Global Headhunting Firm | Remote (Japan-based) | Full-Time****About Us**

We are an established international headhunting and recruitment firm operating across more than 50 countries. We work with a diverse client base — from fast-scaling technology companies to global multinationals — placing talent across industries including Technology, Life Sciences, Finance, Manufacturing, CleanTech, and Retail.

We are a lean, high-performing team that values quality over volume and takes pride in doing recruitment properly. As we expand our presence in Asia, we are looking for a Japan market specialist to join our global delivery team.

**The Opportunity:**

This is a **pure delivery role** designed for a recruiter who loves the "hunt" but wants to move away from business development.

You will focus exclusively on identifying and placing top-tier talent for a global client base across diverse sectors, including Tech, Life Sciences, and Finance.

**No cold calling or client chasing required.**

**Key Responsibilities:**

- **End-to-End Sourcing:** Execute headhunting campaigns for roles ranging from Software Engineers to C-suite Executives.
- **Candidate Assessment:** Conduct deep-dive screening calls and build polished shortlists that prioritize quality over volume.
- **Process Management:** Own the candidate experience from initial outreach through to offer and onboarding.
- **Global Collaboration:** Partner with international colleagues to align on briefs and track Japan market intelligence.

**What We Are Looking For:**

- **Experience:** 3+ years of agency recruitment experience in Japan.
- **Language:** Native/Business **Japanese** and professional **English** (written/verbal).
- **Skillset:** Proven ability to find passive talent and manage diverse desks (Commercial, Tech, and Back Office).
- **Adaptability:** A self-starter comfortable working in a remote, globally distributed team.

**The Benefits:**

- **Zero BD:** Your time is spent 100% on recruitment delivery.
  - **Ultimate Flexibility:** Full remote work from anywhere in Japan.
  - **Global Reach:** Work with high-growth international firms and a high-performing global team.
  - **Compelling Package:** Competitive base salary + performance-based upside.
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**Required Skills**

- **Agency recruitment experience in Japan :** at least 3 years of hands-on recruiting in the Japan market.
- **Strong sourcing/headhunting ability:** direct sourcing via LinkedIn, local job boards, professional networks, and passive-candidate outreach.
- **Candidate assessment and screening:** ability to run structured screens on experience, motivation, communication, and fit.
- **Shortlisting and presentation skills:** can write clear, persuasive candidate summaries and present polished shortlists.

- **Candidate management:** able to own the process from first contact through offer, including feedback and engagement.
- **Market intelligence:** understanding of compensation benchmarks, talent availability, hiring trends, and competitor activity in Japan.
- **Multi-sector recruiting:** [ideally] comfortable recruiting across commercial, back-office, and executive roles.
- **Japanese and English communication:** professional-level Japanese plus solid written English.
- **Organization and self-direction:** able to manage your own pipeline, deadlines, and multiple searches at once.
- **Quality judgment:** strong standards and the confidence to reject weak candidates.

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Company Description