



## Human Resources (Recruitment)

### Job Information

**Hiring Company**

[ZenGroup Inc.](#)

**Job ID**

1586181

**Division**

General Affairs & Human Resources Department, Recruitment Team

**Industry**

Internet, Web Services

**Job Type**

Permanent Full-time

**Location**

Osaka Prefecture, Osaka-shi Chuo-ku

**Train Description**

Chuo Line Station

**Salary**

Negotiable, based on experience

**Work Hours**

Standard working hours: 9:15 AM – 6:15 PM

**Holidays**

5-day workweek (Saturday & Sunday off)

**Refreshed**

April 16th, 2026 07:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Business Level

**Other Language**

French - Native

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

**«Job Description & Position Highlights»**

- HR responsibilities covering all aspects of mid-career hiring (from creating job postings to conducting interviews and

follow-up after job offers)

- The rewarding opportunity to support organizational growth by recruiting multinational talent at a global company
- The chance to contribute to improving recruitment strategies and employer branding, and to drive initiatives with autonomy
- A flexible work environment that fosters growth in a multicultural setting, featuring benefits such as a flexible work schedule and language training

### **[Job Responsibilities]**

We are a global enterprise specializing in cross-border E-commerce, operating multiple services that bridge the gap between Japan and international markets. Our organization consists of diverse departments—including Administration, Sales, Marketing, Creative, and Customer Support—and our Recruitment Team is responsible for managing mid-career hiring for all positions across the company.

In this role, you will be entrusted with a wide range of recruitment activities, from defining candidate personas and crafting compelling job advertisements to providing comprehensive follow-up after an offer is extended.

### ■Main Duties :

- Job Advertising & Management: Handling the placement and optimization of job advertisements across various platforms.
- Sourcing & Outreach: Actively sourcing candidates and managing "scout" (direct message) outreach.
- Candidate Screening: Reviewing resumes and applications to assess qualifications and cultural fit.
- Interview Coordination & Execution: Scheduling interviews and conducting initial (first-round) interviews.
- Post-Offer Follow-up: Managing the candidate experience from the offer stage to ensure high acceptance rates (Offer Management).
- Process Improvement: Proposing and implementing strategies to optimize the recruitment workflow.
- Recruitment PR & Branding: Executing activities to improve employer branding and attract top talent.

### ■Department :

General Affairs & Human Resources Department, Recruitment Team  
Team: 4 members (1 Team Leader, 3 Recruitment Associates)

### ■Reason for hire :

Staff expansion

### ■About Us :

ZenGroup is an e-commerce company based in Osaka, Japan, with over 400 active employees across our headquarters and logistics centers. With a diverse workforce representing more than 34 nationalities, we support the international market in purchasing products from Japan and help Japanese companies sell their products overseas.

ZenGroup currently operates the following services:

- ZenMarket: A proxy-buying platform that enables international customers to shop in their own language on major Japanese e-commerce sites such as Mercari, Yahoo Auctions, Yahoo Shopping, and more.
- ZenPlus: An e-commerce marketplace that connects over 3,000 small to mid-sized Japanese businesses with international customers.
- ZenPromo: A promotional service that helps Japanese companies refine their international marketing strategies and build global brand awareness.
- ZenPop: A monthly subscription box service offering curated stationery items that highlight Japanese kawaii culture and other cultural elements.
- ZenLink: An HTML tag-based service for Japanese e-commerce companies that enables their products to be purchased on ZenMarket, driving international web traffic to their stores.
- ZenStudio: A creative agency specializing in web design and video production, supporting businesses entering digital media or enhancing their e-commerce presence to meet modern trends.

Today, our platform has over 2 million registered users, is available in 19 languages, and serves customers in over 181 countries across six continents—delivering Japanese products to the world.

### **[Employment Type]**

Permanent employee (full time)

\*3 Month probationary period (salary same as below)

### **[Salary]**

Based on previous experience and ability

- Salary evaluation: Once a year
- Bonus: Twice a year (June and December)

### **[Working Hours]**

Standard working hours: 9:15 AM – 6:15 PM (8 working hours / 1 hour break)

\*Flextime available: Start work anytime between 7:00 AM - 10:00 PM, with up to 2 hours of break time per day.

\*Standard working hours apply during the initial training period (approx. 2 months).

### **[Work Location]**

Osaka Sakaisuji L Tower, 1 Chome-7-7 Kawaramachi, Chuo, Osaka, Osaka Prefecture, Japan

\*Access:Osaka Metro Chuo Line Sakaisuji Honmachi Station 6 mins

\*On-site

### **[Holidays & Leave]**

- 5-day workweek (Saturday & Sunday off)  
\*Note: Weekend work may be required for eventoperations. In such cases, 100% compensatory time off will be provided on weekdays.  
\*Work is required on national holidays, excluding the New Year holiday.

- New Year holiday (4 days)
- Paid leave (26 days in year 1, increasing yearly)
- Congratulatory and condolence leave
- Maternity/paternity leave
- Child care leave
- Personal day leave

#### **[Benefits & Welfare]**

- Overtime (paid by minute)
- Transportation allowance (up to ¥30,000/month)
- Complete social insurance (workers' compensation, employment, health, welfare pension)
- Business casual dress code (no suit required)
- Training system (job-specific, level-specific training)
- Japanese/English lessons
- In-house club activities (karaoke, day camp, etc.)
- Monthly company events
- Free tea and coffee

## Required Skills

#### **[Must-Have Skills]**

- Business-level Japanese (JLPT N2 equivalent or better).
- Recruitment Experience: 2+ years of experience in HR or talent acquisition.

#### **[Preferred Skills]**

- Industry Knowledge: Experience or background in the recruitment/staffing industry.
- Sales Background: Experience in any form of sales or business development.
- English Proficiency: TOEIC 800+ or equivalent (highly preferred).
- Writing Skills: Strong copywriting or content creation abilities.
- Social Media Management: Experience managing SNS platforms for branding or outreach.

#### **[Personality]**

- Diversity & Inclusion:
  - Ability to effectively support and communicate with employees from diverse backgrounds.
- Self-Starter:
  - Proactive and capable of taking initiative without constant supervision.
- Communication skills:
  - Exceptional interpersonal and communication skills.
- Consultative Mindset:
  - Ability to propose solutions and drive improvements within current organizational processes and workflows.
- Attention to Detail:
  - Candidates with a proven high level of observational skills with a keen eye for detail are strongly welcomed.

#### **[Regarding the Selection]**

- Positions Available : 2
- Selection Process
  - ▽First interview – Hiring Team (45-60 mins, online or in-person)
    - \*Logic test + Practical test (Tests excluded for online interviews)
  - ▽Second interview – CEO, Recruitment team leader (45-60 mins, in-person required)
    - \*Travel Reimbursement up to ¥27,000 available for applicants outside the Kansai region
    - \*Logic Test + Practical test (If not completed during the first interview)
  - ▽Third Interview – HR Planning Team (45-60 mins, online or in-person)
    - \*Company culture test

## Company Description