



Understanding People

## TA Coordinator - IT Industry TAコーディネーター - IT業界

Global IT company environment

### Job Information

#### Recruiter

Specialized Group

#### Job ID

1586853

#### Industry

Other (IT, Internet, Gaming)

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

Negotiable, based on experience

#### Refreshed

May 2nd, 2026 16:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### 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

#### TA Coordinator - IT Industry TAコーディネーター - IT業界

Our client, a dynamic IT company, is seeking a TA Coordinator to join their fast-paced, global team. This role offers the opportunity to work in a start-up environment, gaining valuable experience across various industries.

#### Key Responsibilities:

- Coordinate recruitment processes using ATS
- Manage candidate communications and interview scheduling
- Support talent acquisition strategies in a fast-paced environment

**Qualifications:**

- - 1+ years of experience in talent acquisition
  - - Experience in IT industry is preferred but not mandatory
  - - Familiarity with applicant tracking systems (ATS)
  - - Strong organizational and multitasking skills
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**Company Description**