



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

April 16th, 2026 14:33

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

Company Description