

# A|M|S

Recruiter - Global IT Consulting Client

**Exciting opportunity - Global IT Client**

## Job Information

### Recruiter

Alexander Mann Solutions K.K.

### Hiring Company

Alexander Mann Solutions

### Job ID

1591570

### Industry

IT Consulting

### Company Type

Large Company (more than 300 employees) - International Company

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

5 million yen ~ 8 million yen

### Work Hours

9.00AM to 6.00PM

### Holidays

土日祝、年末年始(12/31 - 1/3)/Sat, Sun, PH, Year End/New Year(12/31-1/3)

### Refreshed

June 9th, 2026 16:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Daily Conversation

### Minimum Japanese Level

Native

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

Permission to work in Japan required

## Job Description

### Purpose and Position in Organisation

Volume and Standard Touch Recruiters will support client hiring managers with filling their vacancies to target start dates,

ensuring all quality thresholds and SLAs/KPIs are met. They will manage the end-to-end recruitment process working in conjunction with colleagues in teams such as Sourcing and Administration, utilizing relevant recruitment technology applications. They will deliver excellent recruitment services to the client in line with agreed service levels, acting as the custodian of candidate quality and the hiring manager experience.

### **Key Responsibilities and Activities**

#### Client Stakeholder Relationships

- Create and maintain trusted partner relationships with hiring managers/Talent Acquisition Managers. This includes being responsible for the end-to-end delivery of recruitment services to them, advising them on the recruitment process and ensuring that timelines are correctly identified and met.
- Inform attraction strategies, working with Sourcing and hiring managers to correctly identify approach based on market and hiring demands.
- Work independently and directly with client to understand and meet their hiring needs.
- Make recommendations for best fit and skills profile, coaching hiring managers on what may or may not be achievable.

#### Internal Stakeholder Relationships

- Monitor funnel metrics in partnership with Sourcing to ensure bottlenecks are identified and addressed ahead of time.
- Collaborate effectively with relevant teams, such as Sourcing and Administration teams to ensure a smooth client and candidate experience.
- Mentor supporting teams, such as Sourcing and Administration teams on best practice approaches and client culture, supporting them in achieving success in their roles.

#### Recruitment Delivery

- Ensure the recruitment service is delivered in line with contractual obligations and client service level agreements.
- Lead vacancy consultation discussions in partnership with the Sourcer to agree the recruitment plans with hiring managers– this includes role requirements, sourcing strategy, DEI requirements, pay range, agreed timeframes, responsibilities of all involved, and the selection process.
- Act as a brand ambassador in the most authentic way with candidates to ensure each one is qualified, interested and engaged prior to presenting to hiring manager.
- Collaborate with Sourcing team on the iterative process of narrowing down high quality candidates and jointly review the shortlist with the hiring manager.
- Deliver excellent candidate experience in conjunction with the Sourcer; managing candidate satisfaction with the recruitment experience, from initial interview to start date.
- Support the hiring manager with hiring decisions and guide them in determining an appropriate offer. • Lead calls with hiring managers to consult on final hiring decisions and determining an appropriate offer, this may include but not limited to negotiation on salary, time off and other employee rewards.
- Manage the offer process and close the candidate.
- Proactively manage future demand by facilitating demand planning meetings to discuss forecasts with client resourcing lead team.
- Where relevant support development of Assessment Centre plan.
- Implement Talent Pooling plan and report on progress regularly.

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### **Required Skills**

#### **Performance Outcomes/Accountabilities (specific targets to be set by accounts)**

##### Stakeholder Relationships

- Maintain or achieve improvement on average annual Client CSAT score.
- Maintain or achieve improvement on average annual Candidate CSAT score.

##### Recruitment Delivery

- compliance against client SLAs/KPIs £x liabilities for failed SLAs/KPIs where applicable and measurable for the client.

- Achieve/exceed monthly hiring/productivity target.

#### Technology and Compliance

- data integrity and reporting accuracy for all required ATS and CRM/manual tracker data fields, as outlined in the account operations manual.
  - compliant with all relevant legislation/client compliance/AMS Business Assurance requirements.
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#### Company Description