

IT Recruiter

Work From Home

Job Information

Recruiter
NEXUS Corporation

Job ID
1597361

Industry
Recruitment Agency

Job Type
Permanent Full-time

Location
India, Mumbai

Salary
Negotiable, based on experience

Refreshed
November 4th, 2026 05:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

About the Role

We are building a 15-member team of motivated and experienced IT Recruiters based in Mumbai to support our recruitment efforts across Japan and Hong Kong. This is an exciting opportunity to work on international hiring projects and engage with professionals across a wide range of technical domains.

The ideal candidate will have excellent communication skills, a strong understanding of the IT industry, and the ability to source, screen, and engage top talent for various technical roles.

Key Responsibilities

• Source candidates through LinkedIn, job portals, referrals, and other channels
• Screen and evaluate candidate profiles based on client requirements
• Conduct initial candidate discussions and assess technical and communication skills
• Build and maintain a strong pipeline of qualified candidates

• Coordinate interviews between candidates and account managers.
• Maintain accurate candidate records and recruitment activity
• Develop and maintain long-term relationships with candidates
• Work closely with the recruitment team to achieve hiring targets
• Stay updated on market trends, hiring practices, and talent availability

Requirements

• Experience in IT Recruitment
• Strong verbal and written communication skills
• Good understanding of IT technologies and technical roles
• Experience sourcing candidates through LinkedIn and job portals
• Ability to build relationships with candidates and stakeholders
• Strong organizational and time-management skills
• Self-motivated and able to work independently in a remote environment

What We Offer

• Work From Home
• 5-Day Work Week (Monday to Friday)
• Japan Shift (7:00 AM – 4:00 PM IST)
• Opportunity to work on international recruitment projects
• Exposure to Japan and Hong Kong markets
• Collaborative and supportive team environment
• Long-term career growth opportunities

Company Description