Recruitment Assistant - Tokyo - ¥4.5M ~ ¥6.5M Exclusive job

Job Information

Recruiter
ALBERTO K.K.

Job ID
1600770

Industry
Recruitment Agency

Company Type
Small/Medium Company (300 employees or less) - International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
4 million yen ~ 6 million yen

Refreshed
October 25th, 2026 00:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level
Native Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
Permission to work in Japan required

Job Description

Recruitment Assistant
Location: Tokyo
Salary: ¥4.5M ~ ¥6.5M (Negotiable Based On Experience)

We are looking for a highly organised, proactive Recruitment Assistant to join our Tokyo office.

This is a hands-on role supporting experienced recruitment consultants across the full recruitment process. It is suited to someone who enjoys working at pace, taking action and getting things done.

No previous recruitment experience is required. We are more interested in attitude, communication skills, attention to detail and execution.

We are looking for doers. People who take ownership, move quickly and complete tasks without needing constant follow-up. You should be comfortable thinking for yourself, but this is not an environment where every task needs a long discussion,

meeting or perfect plan before action is taken.

The Role

You will support senior consultants with:

- Posting and managing job advertisements
- Screening CVs and applications
- Conducting candidate and market research
- Identifying potential candidates
- Coordinating interviews and meetings
- Managing candidate information and database records
- Preparing candidate profiles and documents
- Conducting reference checks
- Supporting consultants with ongoing recruitment assignments
- General recruitment administration

This is not a traditional administrative position. You will be directly involved in active recruitment assignments and play an important role in helping consultants successfully complete searches and placements.

Requirements

- Native-level Japanese
- Business-level English
- Strong communication skills
- Highly organised with excellent attention to detail
- Comfortable managing multiple tasks and changing priorities
- Confident using computers, databases and online research tools
- Able to work independently without constant supervision
- Previous experience in sales, customer service, recruitment or another fast-paced environment is preferred
- Recruitment experience is not required

Who This Opportunity Suits

This role suits someone who enjoys a direct, fast-moving and action-oriented working environment. If you are used to working in a fast sales evironment like recruitment, real estate or B2C sales, this might be for you.

We value people who prefer to take action, solve problems quickly and communicate openly rather than spend excessive time on formalities, unnecessary meetings or internal processes.

You should be comfortable with straightforward feedback, learning through real work and taking responsibility early.

We are particularly interested in people who:

- Work quickly and take ownership of tasks
- Are naturally action-oriented and focused on execution
- Prefer doing over endless discussion and analysis
- Do not need constant supervision or repeated follow-up
- Are comfortable in a busy and demanding environment
- Can manage changing priorities without losing momentum
- Enjoy research, problem-solving and finding information
- Communicate directly and openly
- Prefer practical action over unnecessary process
- Work well in an environment with minimal office politics
- Prefer a small, performance-focused company over a large corporate structure

A Recruitment Career Without Traditional Sales Pressure

This role may be particularly attractive to someone who enjoys recruitment and working with candidates but does not want the individual sales targets, revenue pressure or business development expectations of a traditional recruitment consultant role.

You will work closely with experienced consultants and be involved across the recruitment process, but your focus will be on execution, research, candidate identification, coordination and supporting successful placements rather than hitting personal sales or billing targets.

This could suit someone already working in recruitment who enjoys the industry but no longer wants constant revenue pressure. It may also suit someone from a fast-paced B2C sales, customer-facing or commercial environment who wants to use their skills in a role without traditional sales targets.

Our Working Environment

Our environment is direct, practical and focused on getting things done.

We do not believe every issue requires a meeting, a long discussion or a formal process. We expect people to communicate openly, make sensible decisions and move forward.

Training is practical and hands-on. You will learn by working on real assignments, receiving direct feedback and taking on responsibility as your ability develops.

This environment will suit someone who values:

- Speed and execution
- Clear communication
- Straightforward feedback
- Personal responsibility
- Practical problem-solving
- Minimal bureaucracy
- Very little office politics

It may not suit someone looking for a highly structured corporate environment, extensive formal training programmes or a workplace built around hierarchy and process.

About Us

We are a specialist recruitment company based in Tokyo, established in 2011.

We intentionally do not aim to become a large recruitment agency. We believe in keeping a small, capable team where individuals have real responsibility, direct exposure to experienced consultants and the opportunity to develop based on performance.

The right person will become an important part of the recruitment process and have the opportunity to build a long-term career within the business.

If you think this sounds like you and would like to discuss the opportunity further, please contact Ken on 080-4118-2177 or ken@alberto-recruitment.com

Company Description