



【スイス外資系】 Talent Acquisition Partner (採用担当)

世界シェア70% 半導体製造装置に不可欠な真空バルブのグローバルメーカー

Job Information

Hiring Company

VAT Japan Ltd.

Job ID

1605322

Industry

Machinery

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Ota-ku

Salary

Negotiable, based on experience

Refreshed

August 13th, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

«Job Description & Position Highlights»

- You will have the opportunity to attract, assess, and secure top and diverse talent to meet VAT's growing needs.
- You will take ownership of delivering end-to-end recruiting solutions, encompassing all stages from recruitment marketing and branding to attraction, pipeline management, sourcing, hiring, onboarding and integration.
- You will partner closely with stakeholders, including HR Business Partner and Operational Leaders
- You will contribute strategically by leading implementation of short and long-term hiring plans within their functional area.

Functional Roles & Responsibility

- Formulate and execute end-to-end recruitment strategies by utilizing various channels to contribute to our digital journey and best-in-class user experience.
- Actively engage as a key team member, overseeing the entire recruitment process, from kick-off meetings with hiring

managers to candidate selection, communication, interviews, and offer negotiations.

- Collaborate closely with colleagues to ensure seamless and efficient coordination between candidates and hiring managers, including tasks like job posting, interview scheduling, and job offer processing, onboarding management.
- Utilizes deep knowledge to identify and communicate what sets the company apart from competitors in terms of work environment, career opportunities, and benefits, and leverages a consistent, compelling message to convey the most significant motivators to prospective candidates.
- Own the candidate experience at all phases of the relationship by proactively identifying factors that may adversely impact the candidate and partnering with business leaders to develop mitigation strategies.
- Build robust diverse talent pipelines and develop recruitment strategies to fill pipeline positions in a timely and cost-effective manner while continuously discovering and exploiting new sourcing channels to align with market practices and trends.
- Effectively managing external recruiting vendors/agencies, ensuring alignment with organizational goals, maintaining high standards, and continuously improving vendor performance to support effective talent acquisition.
- Lead local and regional recruiting-related initiatives to support the Diversity, Equity & Inclusion (DEI) Strategy while ensuring compliance with local labor regulations and requirements.
- Acting as a representative by creating a localized employment marketing strategies, referral initiatives and fostering regional partnerships through talent attraction programs.
- Actively contribute to Talent Acquisition projects and initiatives and recommend new practices, processes or policies to improve HR function.

Market Analysis and Channel Insights

- Proactively assess and define talent and diversity gaps, determine the organization's hiring needs and drive hiring plans and talent acquisition initiatives to attract the desired talent.
- Provide recruiting consultation by conducting a thorough analysis of external market data and channel insights to develop and execute attraction, sourcing, and hiring strategies.
- Offer talent market insights (market trends, competitors, labour market, talent availability) to hiring managers that addresses both business demand and talent availability to support better-informed recruitment decisions.

Operational Excellence

- Leads the optimization of staffing policies, systems and processes throughout the organization to drive continuous improvement, ensuring adherence to company policies, applicable laws, regulations and RBA.
- Design and oversee processes for talent benchmarking to enable our organization to stay ahead of competitors by adopting best practices and standards throughout the recruitment process.
- Own the KPIs and delivery performance, as well as the strategies to ensure that recruiting metrics are met, including monitoring recruitment progress/hiring quality and identify potential issues by generating and analysing the reports and KPIs to continuously improve recruitment strategies and outcomes.
- Perform any other duties and responsibilities as assigned by the reporting manager.

< About US >

BE GREAT TOGETHER WITH US.

Innovation, Efficiency and Ambition: this is what VAT has stood for over 50 years.

With this passion, VAT has grown to become the leading international developer, manufacturer and supplier of high-performance high-end vacuum valves and vacuum sealing technology, employing over 2000 people worldwide. The headquarters are located in Haag (Switzerland), the production centers in Switzerland, Malaysia, Romania and Taiwan.

雇用形態：無期雇用 *試用期間有り (6ヶ月)

想定年収：スキル・ご経験に応じて決定

就業時間：固定 (定額) 残業代制

- ・ 就業時間 09:00 ~ 17:00
- ・ 休憩時間 60分 (12:00 ~ 13:00)
- ・ 残業 月 10 時間 ~ 30 時間程度
- ・ 時差出勤制度有り
- ・ フレックスタイム (コアタイム午前11時から午後 3 時) 在宅勤務制度導入

勤務地：東京都 大田区羽田旭町10番11号 MFIP羽田 1 階

- ・ 穴守稲荷 駅から徒歩10分
- ・ 在宅勤務あり
- ・ 転勤：無し
- ・ 会社の定める事業所
- ・ 出向：無し
- ・ 受動喫煙対策：就業場所 全面禁煙

休日：年間休日 125 日

- ・ 完全週休二日制
- ・ 土日、祝日、夏期休暇、年末年始、特別休暇 (結婚、出産、慶弔、育児、介護など)
- ・ 年間有給休暇
- ・ 有給休暇は入社時から付与 (初年度の有給については入社月によって変動します)

社会保険：

- ・ 健康保険 厚生年金 雇用保険 労災保険
- ・ 健康保険は産業機械健康保険組合に加入交通費全額支給

福利厚生：

- ・ 企業団体生命保険 (会社加入の団体生命保険)

- ベネフィット・ワン（従業員及びその家族で利用可）
- セコム安否確認（災害等の緊急時に社員の安否確認、安全確保を支援）
- 定期健康診断（年1回）
- 社内イベント&アクティビティ
- EAP（専門カウンセラーによるサポート）
- 慶弔金制度（結婚祝い金、出産祝い金、弔慰金）
- OFFICE DE YASAI & SL Creations（置き型のお惣菜提供（100～200円））
- インフルエンザ予防接種（任意・負担額上限：4000円）
- 永年勤続表彰（勤続年数に応じたリフレッシュ休暇と賞金等の贈呈）
- 定年：満61歳（65歳まで再雇用制度有り）

Required Skills

【Qualification】

- Bachelor's Degree or equivalent in Human Resource Management, Business Administration, Marketing or related field of study.
- Minimum 5 years of experience in full life cycle recruiting, preferably within the semiconductor industry.
- Native or business-level Japanese proficiency and professional-level English proficiency (both written and spoken).
- Proficiency in Microsoft Office applications (Outlook, PowerPoint, Word, Excel) and Candidate Relationship Management/ Applicant Tracking Systems.
- High level of initiative, structured working methods and joined-up thinking with attention to detail, results-oriented and ability to prioritize and work effectively in a fast-paced environment with competing demands to support business objectives.
- Sound knowledge of interview methodologies.
- In depth knowledge with extensive sourcing experience, utilizing various recruitment strategies including direct and indirect sourcing methods, social media platforms, agency partnership and any other innovative sourcing channel.
- Excellent interpersonal, analytical, negotiation, influencing and communication skills to effectively manage the hiring manager and candidate experience.
- Demonstrated project management and stakeholder management capabilities and able to influence senior-level decisions especially in a matrixed environment.

*VAT is an equal opportunity employer. We see ourselves as a responsible and far-sighted employer that offers not only jobs, but also career and personal development opportunities through various training programs. We recognize the value of employee diversity and provide equal employment opportunity for all qualified application that contributes to innovation, improves customer orientation and employee satisfaction. One-step in this direction is to ensure that people are recognized and fairly compensated for their contributions to the company. In 2021, VAT received the Fair-ON-Pay+ certificate as an acknowledgement for our commitment in ensuring equal pay for equal work between men and women.

Company Description