



PR/087537 | Founding Recruiter

Job Information

Recruiter

JAC Recruitment USA

Job ID

1605622

Industry

IT Consulting

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

August 4th, 2026 10:54

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION TITLE Founding Recruiter

POSITION SUMMARY

In this position, you will build and scale the U.S. recruiting function, owning the full recruitment lifecycle while establishing recruiting strategies, processes, and infrastructure that support rapid organizational growth. You will work closely with leadership and hiring managers to attract top talent and help shape the future of the organization.

RESPONSIBILITIES

- Lead full cycle recruitment across multiple functions and levels
- Partner with hiring managers on hiring needs and workforce planning

- Conduct sourcing, candidate outreach, screening, and introductory interviews
- Manage the hiring process from initial sourcing through offer acceptance
- Build and optimize recruiting workflows, operations, and best practices
- Develop recruiting strategies to attract high quality talent
- Support employer branding initiatives
- Ensure a positive candidate experience
- Track recruiting metrics and provide hiring insights to leadership
- Collaborate with cross functional stakeholders to support organizational growth

QUALIFICATIONS

- 2+ years of experience as an Internal Recruiter or Talent Acquisition professional
- Experience managing full cycle recruiting
- Strong sourcing, interviewing, screening, and stakeholder management skills
- Excellent verbal and written English communication skills
- Ability to thrive in a fast paced, entrepreneurial environment
- Strong organizational skills and attention to detail
- Ability to work onsite in Chicago five days per week

PREFERRED REQUIREMENTS

- Experience recruiting for Sales, Customer Success, or Go To Market functions
- Experience in a startup or high growth environment
- Strong understanding of sales organizations and commercial hiring
- Background in Account Executive, Business Development, or other revenue generating roles
- Experience building recruiting processes and systems from the ground up
- Exposure to employer branding and talent marketing initiatives

LOCATION Chicago, IL

SALARY USD 70,000-90,000

IDEAL CANDIDATE

- Proven success as an internal recruiter
- Strong understanding of high performing sales organizations
- Ability to assess and engage commercial talent
- Comfortable building processes from scratch
- Effective collaborator with executives and business leaders

- Proactive, ownership oriented, and highly adaptable
- Able to balance strategic thinking with hands on execution

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.us/privacy-policy>

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Company Description