Recruitment Coordinator

Job Information

Recruiter
Cornerstone Recruitment Japan K.K.

Job ID
1607387

Industry
Retail

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

Non-Japanese Ratio
Majority Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 19th, 2026 03:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

- Guide hiring managers on the best way to recruit, offer recommendations and provide them with useful insights. Secure their commitment to secure the right candidates are selected, within an agreed timeline contributing to the recruitment KPIs
- Manage a professional end to end recruitment processes for sales advisor roles including the organization of assessment centers in key cities, ensuring candidates receive quality feedback and the best possible experience
- Train and coach hiring managers on the best practice for a successful assessment center
- Ensure the timely adherence to established routines in the Applicant Tracking System (ATS) by following up with hiring managers for each specific job opening
- Support the Talent Acquisition Partner with CV screening and organizing interviews
- Follow up on KPIs, understand areas of strengths and opportunity, ensuring appropriate actions are being taken to improve time to fill as well as the candidate experience

Required Skills

- Experience in volume hiring and working with recruitment KPIs
- Working proficiency of English language skills, both verbal & written
- Working proficiency of Japanese language skills, both verbal & written
- Experience of supporting others to grow by giving constructive feedback

Company Description