



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

August 13th, 2026 14:27

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

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