Skillhouse - Candidate Coordinator/ Career Advisor

International, Good Work-life balance

Job Information

Recruiter
Skillhouse Staffing Solutions K.K.

Job ID
1609211

Industry
Recruitment Agency

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

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
6 million yen ~ 10 million yen

Work Hours
Flex from 7:30AM to 9:00AM Start/ Hybrid

Holidays
Five-day workweek, Paid holidays, National Holidays etc.

Refreshed
November 16th, 2026 06:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Native Level

Minimum Education Level
Technical/Vocational College

Visa Status
Permission to work in Japan required

Job Description

This is a wonderful career opportunity for a Candidate Coordinator wanting to join a dynamic, market leading specialty IT Staffing Firm. The Candidate Coordinator will register, consult and manage assigned candidates and work with the sales team to submit candidates for client openings. This is a candidate facing sales opportunity. Candidate Coordinators are not

responsible for sourcing candidates, but rather managing a large pool of candidates to be assigned to client requirements.

Position Details

•Meeting, registering and qualifying assigned candidates
•Work with candidates to determine best fit and career opportunity (position matching, introduction, close follow-ups)
•Match candidates to client needs and support candidate through the interview process
•Provide quick follow up and candidate management
•Work with the client facing Sales Department to ensure proper fit and timely order fulfillment
•Ensure candidate satisfaction
•Manage a pool of candidates and provide ongoing career support
•Ensure speedy and quality candidate engagement and support

What We Offer
• A dynamic and international working environment
•Opportunities for professional development and career growth
•A competitive salary with performance-based incentives
•Comprehensive benefits package
• A supportive and collaborative team culture

Career Progression
Average length of promotions for Candidates Coordinators are once every 14 months with an opportunity to double base salary within 2 years of employment.

Required Skills

• Must have 5+ years of experience in recruitment, staffing, candidate coordination, or sales
• Must currently reside in Japan with a valid work visa
• Strong relationship-building and communication abilities
• Excellent organizational and time-management skills
• A proactive, results-driven mindset
• Ability to work effectively as part of a sales-focused team environment
• Passion for helping people succeed while achieving personal goals
• Enjoys working toward KPIs and sales goals
• Enjoys a fast-paced, multitasking work environment

Company Description