



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.

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

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