(Senior) Corporate Talent Acquisition Specialist

Job Information

Recruiter
Cornerstone Recruitment Japan K.K.

Job ID
1610034

Industry
Other (Recruitment Services)

Job Type
Other

Location
Tokyo - 23 Wards, Minato-ku

Salary
7 million yen ~ 12 million yen

Salary Bonuses
Bonuses paid on top of indicated salary.

Salary Commission
Commission paid on top of indicated salary.

Refreshed
November 24th, 2026 21:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Fluent Level (Amount Used: English usage about 50%)

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

- End-to-end recruitment
- Sourcing through LinkedIn, social media, and job portals
- Candidate pipeline and database management
- New hire orientation and onboarding support
- Workday new hire data updates
- Employer branding and HR project support

- Local office events and CSR activities

Required Skills

- Strong stakeholder communication across the Japan market
- Highly organized and detail-oriented
- Strong follow-through
- Microsoft Office proficiency
- Fluent spoken and written English and Japanese

Company Description