



(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

September 1st, 2026 14:20

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 50%)

Minimum Japanese Level

Fluent

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
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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
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Company Description