



Bilingual Recruitment Consultant (Hybrid) | JPY 3.8M–4.8M

No Prior HR Experience | Hybrid

Job Information

Recruiter

[Fellowship co.,ltd.](#)

Hiring Company

A leading HR consulting and talent acquisition firm

Job ID

1610098

Industry

Recruitment Agency

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, Shibuya-ku

Salary

3.5 million yen ~ 5 million yen

Refreshed

September 2nd, 2026 16:14

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【About the Role】

We are seeking a driven, strategic Bilingual Recruitment Consultant to act as an HR partner for major domestic corporations and global enterprises. In this role, you will design and execute tailored talent acquisition strategies, manage sourcing pipelines, and report directly to global leadership to solve complex recruitment challenges.

【Key Responsibilities】

- Conduct alignment meetings with client Hiring Managers (in English & Japanese) to assess hiring needs and draft bilingual job descriptions.
- Identify bottlenecks in sourcing pipelines and candidate selection stages, implementing data-driven solutions to achieve target hiring goals.
- Manage vendor relationships and lead strategic alignment meetings with recruitment agencies and direct sourcing partners.
- Lead candidate interviews, manage pipelines, and facilitate offer follow-ups to ensure high acceptance rates.
- Deliver regular recruitment status reports and conduct progress meetings directly with Global HQ and Global HR in English.

【Work Style & Benefits】

- Hybrid work model (typically 2–3 days WFH per week).
- Flex-time system (Core hours: 10:00–15:00 / Standard 8 working hours).
- High business stability with exceptional client retention rates.
- Full social insurance, meal allowances, skill development support, and qualification acquisition bonuses.

Required Skills**【Requirements】**

- Bachelor's degree with 3+ years of full-time professional work experience.
- Business-level English proficiency (TOEIC 750+ equivalent or above).
- Strong communication skills with empathy and stakeholder management ability (perspective-taking).
- Action-oriented mindset with a strong drive to achieve goals and targets.
- Ability to deliver logical, fact-based reports and execute the PDCA cycle.

【Preferred Qualifications】

- Direct background in corporate HR, recruitment operations, or agency talent acquisition.
- B2B sales or consulting background (preferably within recruitment, staffing, or HR services).
- Customer service or client-facing experience in hospitality, service, or related industries.

Company Description