

Associate Recruitment Consultant | Entry Level | Tokyo Office

No Experience | Warm Desk | ~45% Commission

Job Information

Hiring Company
Career Scout Japan K.K.

Job ID
1616733

Industry
Recruitment Agency

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

Non-Japanese Ratio
Majority Non-Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Chiyoda-ku

Salary
3.5 million yen ~ 5 million yen

Salary Commission
Commission paid on top of indicated salary.

Refreshed
November 24th, 2026 10:00

General Requirements

Career Level
Entry Level

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Are you sharp, driven, and not afraid to pick up the phone?

Do you ask great questions, learn fast, and thrive when you're given real responsibility?

If that sounds like you — keep reading.

The Opportunity

We are currently hiring Associate Recruitment Consultants across two desks on our B to C team:

- SCM / Logistics
- Accounting & Finance

■ Associate Consultant

For candidates with 0–2 years of experience who want to build a long-term future in recruitment. No previous recruitment experience is required.

You'll start candidate-side, work closely with senior consultants, and progress toward running your own full-cycle desk.

You'll join a warm desk with:

- Active job orders ready to work
- Long-standing client relationships
- Hundreds of contracted clients
- A strong existing candidate network in your specialism

What You'll Be Doing

- Source and manage candidates through LinkedIn, job boards, referrals, headhunting, and our internal database
- Build talent pipelines and conduct market mapping in your specialism
- Support senior consultants on active searches and live roles
- Speak with candidates and guide them through the recruitment process
- Progress steadily toward running your own full-cycle desk

Why Join CSJ?

★Strong Earning Potential★

One of the strongest commission structures in Tokyo. Commission starts at 30% and scales to 45% — with no cap on earnings.

Example earnings by level:

- Associate / Entry Level: approx. ¥3.6M–4M in Year 1
- Recruiting Consultant: approx. ¥6M–7M in Year 1 including commission
- Senior Consultant: approx. ¥10M–15M
- Top Performers: approx. ¥20M–25M+

Real Entrepreneurship

This is a highly BD-driven company. Consultants build their own market — most sign 12–15 new clients per year through their own initiatives. You'll have genuine ownership of your desk and real room to grow.

Learn From Top Billers

Work directly alongside high performers and leadership. Hands-on mentorship, detailed SOPs, in-house training, and a knowledge-sharing culture that actually functions.

Warm Desk From Day One

Ongoing active roles, existing clients, and a live candidate network in your specialism. You're not starting from zero.

Boutique Culture — Less Politics, More Recruiting

Candidates, clients, and leads are shared across the team. Strong teamwork is a genuine part of how we operate, not just something we say.

Clear Career Path

Associate Consultant ⇒ Recruiting Consultant ⇒ Senior Consultant ⇒ Team Manager / Director / Top Biller track. Growth is based on performance, not tenure.

Is This You?

We're not looking for the most experienced person in the room. We're looking for someone who is smart, hungry, and ready to put in the work to build something real.

If you ask great questions, take ownership of your results, communicate with confidence, and want to be genuinely rewarded for what you deliver — we'd like to hear from you.

Youtube: Strongly recommend watching before the interview ↓

【1】Winning the Japan Recruiting Consultant Interview.

https://www.youtube.com/watch?v=6bdbd2MsQ50&list=PLbDWYtAOe9SE

⇐ You are getting the answers to the test beforehand!!

【2】Keys to Success in Recruitment (in Tokyo)

https://www.youtube.com/watch?v=32J4fJSBFZU&t=985s

⇐ podcast to win at recruiting after getting the job.

Required Skills

Who We're Looking For

We'll be honest: recruiting experience matters less to us than the kind of person you are.

We're looking for candidates with 0–2 years of experience who are ready to build a career in recruitment.

Our best performers aren't necessarily the ones with the longest resumes. They're the ones who ask sharp, relevant questions. Who aren't intimidated by senior executives. Who pick themselves up quickly, learn from what didn't work, and come back stronger. Who invest in their own development without being told to. Who move fast, communicate clearly, and don't let things slip.

If that's how you operate — we want to talk to you.

The profile we're looking for:

- **Sharp and intellectually curious** — you ask great questions and get to the point
- **Confident and composed** — comfortable speaking with anyone, at any level
- **Resilient** — you don't get discouraged easily and you take accountability for your results
- **A fast learner** — you absorb information quickly and improve after the first time
- **Proactive and self-driven** — you don't wait to be told, you take initiative
- **Strong communicator** — clear, direct, and professional in both Japanese and English
- **Hard-working and consistent** — you show up, follow through, and don't let things fall through the cracks

Backgrounds that translate well:

Sales, business development, inside sales, account management, customer success, HR, consulting, staffing, or any role where you've had to build relationships, hit targets, and think on your feet.

No previous recruitment experience is required. We've hired people from very different backgrounds — what they all had in common was drive, intelligence, and a genuine willingness to work hard.

Language requirement:

Native Japanese with business-level English, or native English with intermediate or higher Japanese.

Job Conditions

- Office address: 〒102-0082 東京都千代田区一番町4-4 THE CROSS 一番町 6階
- Nearest station: 東京メトロ半蔵門駅から徒歩1分
- Working hours: 8-hour work day. Starting times from 8:00 or 10:00
- Expected overtime: Usually 10–30 hours of OT. 30 hours per month included in みなし残業 system
- Break: 1 hour, 13:00–14:00
- Holidays: 10 days paid leave and 5 days sick leave (after passing probation)
- Working type: Permanent employee
- Probation Period: 6 months
- Benefits / Insurance: As mandated by Japanese labor law, including transportation fee. Company offers advanced medical and life insurance after minimum of 3 years with the company
- Office and building are 100% smoking free

Company Description