SPECIALIZED GROUP Understanding People

Senior Talent Acquisition / シニア採用スペシャリスト

Hybrid Work | Asia-Wide TA Strategy

Job Information

Recruiter
Specialized Group

Job ID
1618756

Industry
Business Consulting

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 18th, 2026 06:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Senior TA Opportunity | Global Exposure & Strategic Initiatives

Overview

Our client is seeking a Senior Talent Acquisition Specialist for their Tokyo office, a data driven management consulting and technologies firm. This role offers the opportunity to lead hiring efforts, collaborate with regional senior leadership, and innovate Asia wide talent acquisition strategies. Benefits include a hybrid working model, comprehensive total rewards package, career development programs, and opportunities for internal mobility.

Key Responsibilities:

- Source and pre-screen candidates for experienced roles
- Manage requisitions using applicant tracking system
- Develop sourcing strategies with hiring managers
- Provide consultative recruitment guidance to senior leadership
- Build and maintain talent pipelines through market research
- Coordinate interview scheduling and candidate evaluations
- Collect feedback to improve recruitment processes
- Lead team knowledge-sharing and skill-building activities
- Design and implement innovative talent acquisition initiatives
- Recruit both campus and experienced hires
- Manage multiple recruitment projects simultaneously
- Travel as needed for client-facing recruitment activities
- Establish strong relationships with hiring managers and stakeholders
- Utilize recruiting automation tools to enhance hiring efficiency
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Requirements:

- 4+ years recruiting experience in professional services or finance
- Fluency in English and Japanese
- Experience with applicant tracking systems (ATS)
- Strong consultative skills with senior leadership
- Experience recruiting both campus and experienced hires
- Project management skills for coordinating recruitment processes
- Bachelor’s degree required; advanced degree preferred
- Proficiency with recruiting automation tools is preferred but not mandatory
- Ability to build and maintain talent pipelines through market research
- Willingness to travel for client-facing recruitment activities
- Strong interpersonal skills for relationship building with hiring managers

Benefits:

- Flexible hybrid work model combining home and office

Company Description