Recruitment Associate Consultant / Office & Team Support

Exciting & Growing Recruitment Agency

募集職種

人材紹介会社
ALBERTO株式会社

採用企業名
Alberto Recruitment

求人ID
1101386

会社の種類
中小企業 (従業員300名以下)

外国人の割合
外国人 半数

雇用形態
正社員

勤務地
東京都 23区, 千代田区

給与
経験考慮の上、応相談

ボーナス
固定給+ボーナス

勤務時間
9:00 ~ 18:00

休日・休暇
Sat & Sunday, Public Holidays, Company Holidays

更新日
2026年11月01日 05:00

応募必要条件

職務経験
1年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル (英語使用比率: 75%程度)

日本語レベル
ネイティブレベル

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可が必要です

募集要項

Exciting & Growing Recruitment Agency

Exciting & Growing Recruitment Agency

- Sourcing candidatess, arranging interviews with consultants
- Searching, interviewing and closing candidates
- Developing client business through business development activities
- Formatting candidate resumes and job description (Japanese & English)
- Create/maintain job posts on job searching websites
- HR works (employee on-boarding/off-boarding, health check booking, updating with latest law change
- Prepare invoices
- Check and make correction on recruitment contracts, send them properly to clients
- IT problem shooting (internet, PC, printers, and phone), contact the vendors promptly if needed
- Liaising with vendors (building management, job searching website companies, Labor office, etc.)
- Ordering and maintaining office supplies
- Assist colleagues with translation matters (written and verbal)

スキル・資格

- Native level Japanese (MUST)
- Fluent or advanced level English
- Minimum of 1 year experience in a sales or administrative support function within a busy office environment
- Lived or studied (college or university) in the US, Canada, UK, New Zealand or Australia - preferred
- Some experience with Microsoft Word, Outlook, Excel
- Strong communication skills
- Good attention to detail
- Positive & friendly personality a plus!
- Please apply through CareerCross or send your English and Japanese resume to ai@alberto-recruitment.com along with your availability for an interview

会社説明

About ALBERTO K.K.

Alberto Recruitment is a recruitment agency specializing in the search and placement of Legal & Compliance and Finance & Accounting professionals. The company comprises 2 divisions - Legal Team and Accounting Team - each specifically set up to provide a dedicated service to Japanese and foreign clients in Japan.

We maintain strong relationships with mid to top-tier companies and foreign firm firms in Tokyo. Our recruitment service covers the following industries:

- Pharmaceutical & Healthcare
- Retail, Fashion & Consumer (FMCG)
- Information Technology
- Manufacturing & Industrial
- Professional Services
- Logistics

Legal Team - Legal & Compliance Recruitment

Our Legal Team specializes in Japanese and foreign companies in Tokyo as well as the recruitment of bilingual support staff for leading international law firms. We are able to cover the following legal job functions:

- In-House Counsels
- General Counsel & Head of Legal
- Legal Managers & Contract Managers
- Legal Specialist
- Legal Assistants & Corporate Paralegals
- Law Firm Support Functions (Paralegals & Legal Secretaries)
- Business Development / Marketing Professionals
- Corporate Compliance Officers

Accounting Team - Finance & Accounting Recruitment

Our Accounting Team are experts in the area of commerce finance & accounting recruitment. We aim to deliver results and are able to provide recruitment solutions tailored to the specific needs of our clients.

The following are the finance & Accounting positions we cover:

- CFO / Financial Director
- Financial Manager / Financial Controller
- FP & A Director / FP & A Manager
- Senior Financial Analyst / Financial Analyst
- Accounting Manager / Junior to Senior Accountant

- Treasury / Treasury Manager
- Internal Auditor / Internal Audit Manager / Internal Audit Director
- Tax Staff / Manager

For further information on our company and our recruitment services, please visit us at www.alberto-recruitment.com, or www.facebook.com/LegalIntel

ALBERTO株式会社について

私達アルバートリクルートメントは、多くのクライアントから「法務に特化した人材紹介会社」として信頼を頂いてまいりました。今では経理財務・秘書・アドミン等も含めた、管理部門を主に手掛けております。

弊社では専門性の高いサービスを提供することを心掛けており、多くの企業・求職者の皆さまから評価を頂いております。
1名のコンサルタントが企業側・求職者側、両方の窓口を一括して担当し、的確な情報を提供し迅速に対応いたします。

詳しくは弊社のウェブサイトをご覧ください。

www.alberto-recruitment.com