【中国語歓迎】外資IT採用担当

募集職種

人材紹介会社
エンワールド・ジャパン株式会社

求人ID
1507131

業種
インターネット・Webサービス

会社の種類
中小企業 (従業員300名以下) - 外資系企業

外国人の割合
外国人 半数

雇用形態
契約

勤務地
東京都 23区

給与
500万円 ~ 800万円

勤務時間
09:00 - 18:00 (break time: 60 mins)、月 ~ 金

休日・休暇
・休日：土日、祝日、年末年始 ・特別休暇：慶弔休暇、産前産後休暇、育児休暇

更新日
2026年11月02日 04:00

応募必要条件

職務経験
3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

日本語レベル
流暢レベル

その他言語
中国語： 北京語 - ビジネス会話レベル

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

Position: Talent Acquisition Specialist ,採用担当

雇用形態：契約社員（ 1 年契約、更新ある、正社員登用ある ）

Location: Minato-ku, Tokyo

Work style: 在宅勤務メイン、必要の時出社勤務

年収：500万円 ~ 800万円（経験による相談可能）

This position will report to the People & Culture Director, APAC

Responsibilities:

You can fill roles with your creativity, persistence and – let's face it, you've got some great phone skills

You're professional, likeable and you know how to identify a successful candidate and match candidates with the right position

Using postings, Linkedin, networking, resume databases, and external sourcing, you can find and close the elusive perfect candidate

You like to work with hiring managers and assist in the creation of job descriptions, discuss candidate feedback and adjust the search accordingly

You are someone who can manage vendor relationships and make decisions in conjunction with management about when you use them

You have experience recruiting for Japan and the extensive APAC region

You have a strong background in filling both IT professional service and go-to-market roles

You have worked as a trusted partner to Human Resources and to Hiring Managers and you know when and what questions to ask and when to take the ball and run with it

You don't mind creating reports to let the Team know your progress and you have worked at companies that are growing at a rapid pace

Maintain detailed knowledge of applicable local labor laws and regulatory requirements

Other HR operation and administration duties (15% of day-to-day work) Qualifications:

BA degree, or equivalent experience.

8+ years in Human Resources.

5+ years in recruitment business, IT related experience is a plus.

Solid knowledge of Japan HR policies.

Ability to competently converse in English is essential, other languages including Mandarin, Korean, a plus but not mandatory

Ability to be work independently and as part of a team

A self-starter who is resilient and confident in their approach

What we offer:

To be part of a great HR Team!

Competitive salary and benefits

A multifaceted job with a high degree of responsibility and a broad spectrum of opportunities

Varied and challenging work which allows you to continually learn and develop

Opportunity to work remotely with a dedicated and motivated team

A remote work environment built on collaboration, flexibility, and respect

スキル・資格

人物像：Standaloneの採用担当。APACチーム（上海）への報告が必要

中国語スキルがあれば尚可。

IT関連のダイレクトソーシング能力など、優れた採用経験が必要。

会社説明