

THAKRAL ONE

Talent Acquisition Specialist

募集職種

採用企業名

Thakral One

求人ID

1538712

業種

ITコンサルティング

雇用形態

契約

勤務地

東京都 23区

給与

400万円 ~ 600万円

更新日

2025年07月16日 12:00

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

日常会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：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

Talent Acquisition Specialist

The TA specialist is responsible for sourcing, attracting, initial screening, and supporting TA in E2E recruitment.

You are responsible for ensuring the best experience on candidates and employees, promoting the company brand through recruitment initiatives, and special events and projects.

Your responsibilities:

- Support services from candidates to client Teams in HR related issues.
- Act as a sensor to the Field Talent Acquisition and proactively raise flags when needed.
- Upload, update and maintain data on various HR systems, and issue reports and analyses, to allow ongoing monitoring and decision-making.
- Generate, design and present a variety of reports that support organizational processes and enable ongoing improvement of recruiting processes.
- Aid the improvement and automation of TA processes, preparing business requirements, working with various partners to prepare functional design and guide relevant partners; recruiters, candidates and business directly.

- Ensure the completion of various relevant audit requirements within defines timelines, to ensure statutory compliance
 - Continuously coordinate, prioritise and follow up very detailed admin activities such as interview scheduling, background check processes, etc
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スキル・資格

- A minimum of 1-2 years in recruitment
 - Native Japanese language speakers. Bilingual in English is a plus but not a must
 - Experience working in hiring for technology and non-technology requirements in Japan.
 - Good analytical and reporting skills and ability to use Excel or any other tool for tracking.
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会社説明