



Senior TA Specialist-New Graduate & Mid-Career Hiring

Global Company | English Required

募集職種

採用企業名

日本ヒルティ株式会社

求人ID

1541840

業種

機械

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

(ほぼ) 全員日本人

雇用形態

正社員

勤務地

神奈川県, 横浜市都筑区

最寄駅

横浜市営地下鉄ブルーライン駅

給与

経験考慮の上、応相談 ~ 900万円

勤務時間

09:00~17:30 (所定労働時間: 7時間 30分) ※フルフレックス制度

休日・休暇

完全週休2日制 (土・日)、祝日、夏季休暇、年末年始休暇 等

更新日

2025年05月21日 09:11

応募必要条件

職務経験

6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

日本語N1レベル

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

【募集要項 本ポジションの魅力】

- ・ 日本ヒルティの新卒・中途採用担当者としてのポジション
- ・ 採用経験はもちろん、採用計画や採用イベントの運営、育成計画などのプロジェクト経験者
- ・ フルフレックス勤務。月8日横浜本社へ出勤のワークスタイル
- ・ 将来的にグローバルの採用チームと関わることがある

About the Position

We are looking for talented individuals to join our company as a Sr. Talent Acquisition Specialist, starting their career with us and leveraging their strong business acumen to contribute to our success. This role is responsible for overseeing mid-career hiring (including high-potential talent recruitment) and new graduate hiring within our headquarters division. You will collaborate with executive officers, senior managers, and other HR functions to develop and implement appropriate hiring plans and processes.

You will work closely with business leaders to select and hire the right candidates while also promoting the enhancement of hiring skills aligned with Hilti's recruitment process.

You will continuously improve hiring processes to make them more effective.

WHAT DOES THE ROLE INVOLVE?

You will be responsible for the following tasks, with opportunities to expand your scope based on experience:

- Planning and executing recruitment strategies based on the hiring plan.
- Aligning hiring requirements (timeline, conditions, process, etc.) with various business divisions.
- Supporting the definition of job requirements, creating job postings, sourcing candidates, engaging in direct recruitment, and managing relationships with recruitment agencies and candidates.
- Executing employer branding and recruitment marketing activities.
- Developing and maintaining a talent pool strategy.
- Planning and leading new graduate recruitment projects.
- Planning and executing recruitment events.
- Participating in cross-functional HR projects related to recruitment.

WHAT YOU NEED IS:

Hilti believes that a diverse workforce fosters innovation, engagement, and high-performing teams. Industry experience in construction is not required. Success at Hilti depends on how well you leverage your skills and collaborate within a team, regardless of your background.

WHAT DO WE OFFER?

At Hilti, we actively support career growth by providing various levels of responsibility and continuous training opportunities. If you are committed to delivering results and achieving high performance, you will have the opportunity to take on diverse roles within Hilti's business, receive mentoring from senior management, and accelerate your career.

■About Hilti

Hilti Japan K.K. was established in 1968 as the Japanese subsidiary of Hilti Corporation, a global leader in providing products and services for the construction, civil engineering, electrical, and facility industries. The company is headquartered in Liechtenstein. With its strong global brand and product power, Hilti has expanded to over 120 countries and operates with approximately 34,000 employees worldwide.

Hilti has also been recognized in multiple rankings for workplace excellence, including:

- Ranked 7th in the "Best Workplaces in Global Companies" ranking by Fortune Magazine (2022).
- Ranked 4th in the "Best Workplaces in Asia 2024" ranking.
- Hilti Japan was selected as a "Best Workplace" in 2023.
- 5th in the "Best Workplaces in Global Companies"(2024)
- 18th in the "Best Workplace in Japan" (2024).

雇用形態

正社員（試用期間6か月）

年収

想定年収：～900万円(ボーナス含)
 月額×12か月＋ボーナス
 賞与：有（年1回）
 昇給：有（年1回）
 残業手当：無

就業時間

09：00～17：30（所定労働時間：7時間30分）
 ※フルフレックス制度

勤務地

本社 神奈川県横浜市都筑区茅ヶ崎南 2-6-20
 最寄駅:横浜市営地下鉄 仲町台
 ※月8日、横浜本社勤務必須。

休日・休暇

年間休日125日

週休2日制（土・日）、祝日、GW休暇、夏季休暇（3日）、年末年始（4日）、特別傷病休暇（最高30日）、有給休暇1日～25日

教育制度

- ・新入社員トレーニング
- ・企業文化トレーニング
- ・その他（新製品トレーニング含む）

福利厚生

- ・確定拠出年金制度
- ・退職金制度
- ・各種保険完備
- ・総合福祉団体保険
- ・人間ドック補助金
- ・スマートフォン・PC貸与

スキル・資格**Required Qualifications**

- 5+ years of experience as a recruiter.
- Experience building and maintaining relationships with external recruiting agencies and partners.
- Ability to independently manage the full-cycle recruitment process for mid-career hiring.
- Capability to manage 10–15 positions concurrently.
- Experience in project management or project coordination.
- Stakeholder management experience.
- Business-level English proficiency (listening, speaking, reading) – TOEIC 800+ is preferred.

Preferred Qualifications

- Recruitment experience in both external agencies and in-house HR roles.
- Experience using a global ATS (Applicant Tracking System).

WHO SHOULD APPLY?

We are looking for individuals who:

- Take ownership and act proactively.
- Have extensive experience in conducting interviews and evaluating candidates.
- Possess strong project management skills, can multitask, and prioritize effectively.
- Embrace change with a positive mindset.
- Are eager to take on new projects and learn independently.
- Understand business needs and can deliver tangible results.
- Have strong analytical and coordination skills with a process-oriented approach.
- Demonstrate strong teamwork and relationship-building skills, both internally and externally, with a customer-centric mindset.

会社説明