



## Skillhouse - Candidate Coordinator/ Recruitment Consultant

**High earning, Fast earning**

### 募集職種

#### 人材紹介会社

スキルハウス・スタッフィング・ソリューションズ 株式会社

#### 求人ID

1564020

#### 業種

人材紹介

#### 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

正社員

#### 勤務地

東京都 23区

#### 給与

450万円 ~ 800万円

#### ボーナス

固定給+ボーナス

#### 歩合給

固定給+歩合給

#### 勤務時間

Flex from 7:30AM to 9:00AM Start/ Hybrid

#### 休日・休暇

Five-day workweek, Paid holidays, National Holidays etc.

#### 更新日

2026年02月10日 16:00

### 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

ビジネス会話レベル

#### 最終学歴

専門学校卒

#### 現在のビザ

日本での就労許可が必要です

## 募集要項

This is a wonderful career opportunity for a Candidate Coordinator wanting to join a dynamic, market leading specialty IT Staffing Firm. The Candidate Coordinator will register, consult and manage assigned candidates and work with the sales team to submit candidates for client openings. This is a candidate facing sales opportunity. Candidate Coordinators are not responsible for sourcing candidates, but rather managing a large pool of candidates to be assigned to client requirements.

### Position Details

- Meeting, registering and qualifying assigned candidates
- Work with candidates to determine best fit and career opportunity (position matching, introduction, close follow-ups)
- Match candidates to client needs and support candidate through the interview process
- Provide quick follow up and candidate management
- Work with the client facing Sales Department to ensure proper fit and timely order fulfillment
- Ensure candidate satisfaction
- Manage a pool of candidates and provide ongoing career support
- Ensure speedy and quality candidate engagement and support

### What We Offer

- A dynamic and international working environment
- Opportunities for professional development and career growth
- A competitive salary with performance-based incentives
- Comprehensive benefits package
- A supportive and collaborative team culture

### Career Progression

Average length of promotions for Candidates Coordinators are once every 14 months with an opportunity to double base salary within 2 years of employment.

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### スキル・資格

- Must have at least four (4) years of coordinating, sales, recruitment or staffing experience
- Must be have JLPT 2 or above
- Must have an English TOEIC score of 600 or above
- Must have strong communication skills
- Able to multitask and coordinate various activities on a daily basis
- Able to work in fast paced work environment
- Must have strong attention to detail
- Must have strong time management skills
- Must be result oriented
- Must have sales mindset and comfortable working to sales goals

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### 会社説明