



## 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05月19日 01:00

## 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