



Recruitment and Visa Specialist 👍 独占求人

Working at American University in Japan

募集職種

採用企業名

テンプル大学ジャパンキャンパス

支社・支店

Temple University, Japan Campus (TUJ)

求人ID

1577799

部署名

Human Resources

業種

教育・学校

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 多数

雇用形態

正社員

勤務地

東京都 23区, 世田谷区

最寄駅

東急田園都市線、 三軒茶屋駅

給与

400万円 ~ 経験考慮の上、応相談

ボーナス

固定給+ボーナス

勤務時間

9:00-17:30 Monday through Friday (37.5 hours per week)

休日・休暇

Weekends, Public Holidays, approx. 2 weeks over New Year

更新日

2026年02月12日 12:03

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 (英語使用比率: 75%程度)

日本語レベル

ビジネス会話レベル

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項**Position**

Recruitment and Visa Specialist

Department

Human Resources

Position type

Full-time

Location

Tokyo (Sangen-jaya station): hybrid-remote flexibility after initial training period available.

Work hours

37.5 hours per week (9:00 to 17:30, Monday to Friday)

Report to

Manager of Recruitment and Visa

Visa Requirement

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

Salary & Benefits

Salary commensurate with experience.

Eleven (11) days paid vacation in the first year, increasing to 20 days after 6 years of employment, plus 5 paid "personal and sick days" each year. In addition, approximately two weeks company-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, a welfare-discount program membership, retirement payment system, and tuition benefits for Temple University, Japan Campus (TUJ) programs.

Overview of position

TUJ is seeking a motivated and well-organized Recruitment and Visa Specialist to support in-house recruitment and visa operations. This role is responsible for managing end-to-end recruitment activities, from planning hiring schedule with the hiring managers to coordinating onboarding process for newly hired employees. The position also manages visa and work permit applications for non-Japanese employees.

To successfully perform these core duties, the Recruitment and Visa Specialist is expected to provide professional and timely support to staff and faculty, maintain accurate and up-to-date records across relevant systems, and collaborate closely with the Manager of Recruitment and Visa, as well as team members to ensure smooth HR operations.

Primary Responsibilities**Recruitment**

- Assist in drafting and updating job descriptions in collaboration with hiring department managers
- Manage job postings on the TUJ website and third-party job advertising platforms
- Monitor and respond to recruitment-related inquiries and emails
- Communicate with recruitment agencies and job advertising vendors to build and maintain candidate pipelines
- Screen initial application materials and provide recommendations to hiring managers
- Arrange and conduct interviews
- Conduct reference and background checks for finalist candidates
- Prepare and distribute offer letters and other employment-related documents
- Assist the Manager of Recruitment and Visa with compensation discussions as needed
- Manage contracts and documentation for temporary staff
- Coordinate and support onboarding processes for new hires, including maintaining database records
- Conduct new hire orientations
- Support the Manager of Recruitment and Visa in confirming and aligning hiring processes with departments

Visa Support

- Track and monitor visa and work permit statuses for all non-Japanese employees
- Proactively contact employees whose visas or work permits are approaching expiration
- Collect, issue, and review required documentation for visa and work permit applications
- Process work visa-related applications
- Stay current with Japanese immigration laws and regulations

Other Duties as Assigned

- Perform other duties as assigned by the Manager of Recruitment and Visa
- Assist with walk-in inquiries at the office regarding human resources matters

Application Process

Review of applications will begin immediately with the desired start date of April 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/79?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. cover letter,
2. resume or c.v.,
3. contact information for two references.

Only those who passed the initial screening will be contacted.

Temple University, Japan Campus is committed to equal opportunity employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall receive full and equal consideration for employment. The university does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law. Candidates who can contribute to the institution's goals are strongly encouraged to apply.

スキル・資格**Qualifications & Experience**

- 2-3 years of experience in Human Resources
- Excellent verbal and written communication skills in both Japanese and English
- Strong computer skills, including proficiency in Microsoft Office and other CRM/ATS systems
- Experience working in an international or multicultural environment
- Excellent organizational and coordination skills
- Strong attention to detail with proven administrative skills
- Ability to manage multiple tasks effectively in a fast-paced environment
- Flexible and adaptable to change
- Knowledge of and experience with work visa applications preferred
- Experience in talent acquisition preferred

会社説明