



Japan Recruitment Specialist / 日本採用スペシャリスト

Lead Japan Hiring Projects - 日本の採用プロジェクト

募集職種

人材紹介会社

Expert Executive Recruiters (EER Global)

採用企業名

Expert Executive Recruiters

求人ID

1585681

業種

その他（人材サービス）

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

日本

給与

経験考慮の上、応相談

ボーナス

固定給+ボーナス

歩合給

固定給+歩合給

勤務時間

Mon - Fri

休日・休暇

20

更新日

2026年06月30日 10:00

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（英語使用比率：50%程度）

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ
日本での就労許可が必要です

募集要項

Japan Recruitment Specialist

Global Headhunting Firm | Remote (Japan-based) | Full-Time

About Us

We are an established international headhunting and recruitment firm operating across more than 50 countries. We work with a diverse client base — from fast-scaling technology companies to global multinationals — placing talent across industries including Technology, Life Sciences, Finance, Manufacturing, CleanTech, and Retail.

We are a lean, high-performing team that values quality over volume and takes pride in doing recruitment properly. As we expand our presence in Asia, we are looking for a Japan market specialist to join our global delivery team.

The Opportunity:

This is a **pure delivery role** designed for a recruiter who loves the "hunt" but wants to move away from business development.

You will focus exclusively on identifying and placing top-tier talent for a global client base across diverse sectors, including Tech, Life Sciences, and Finance.

No cold calling or client chasing required.

Key Responsibilities:

- **End-to-End Sourcing:** Execute headhunting campaigns for roles ranging from Software Engineers to C-suite Executives.
- **Candidate Assessment:** Conduct deep-dive screening calls and build polished shortlists that prioritize quality over volume.
- **Process Management:** Own the candidate experience from initial outreach through to offer and onboarding.
- **Global Collaboration:** Partner with international colleagues to align on briefs and track Japan market intelligence.

What We Are Looking For:

- **Experience:** 3+ years of agency recruitment experience in Japan.
- **Language:** Native/Business **Japanese** and professional **English** (written/verbal).
- **Skillset:** Proven ability to find passive talent and manage diverse desks (Commercial, Tech, and Back Office).
- **Adaptability:** A self-starter comfortable working in a remote, globally distributed team.

The Benefits:

- **Zero BD:** Your time is spent 100% on recruitment delivery.
- **Ultimate Flexibility:** Full remote work from anywhere in Japan.
- **Global Reach:** Work with high-growth international firms and a high-performing global team.
- **Compelling Package:** Competitive base salary + performance-based upside.

スキル・資格

- **Agency recruitment experience in Japan :** at least 3 years of hands-on recruiting in the Japan market.
- **Strong sourcing/headhunting ability:** direct sourcing via LinkedIn, local job boards, professional networks, and passive-candidate outreach.
- **Candidate assessment and screening:** ability to run structured screens on experience, motivation, communication, and fit.
- **Shortlisting and presentation skills:** can write clear, persuasive candidate summaries and present polished shortlists.

- **Candidate management:** able to own the process from first contact through offer, including feedback and engagement.
- **Market intelligence:** understanding of compensation benchmarks, talent availability, hiring trends, and competitor activity in Japan.
- **Multi-sector recruiting:** [ideally] comfortable recruiting across commercial, back-office, and executive roles.
- **Japanese and English communication:** professional-level Japanese plus solid written English.
- **Organization and self-direction:** able to manage your own pipeline, deadlines, and multiple searches at once.
- **Quality judgment:** strong standards and the confidence to reject weak candidates.

会社説明