Recruitment Coordinator

募集職種

人材紹介会社
Cornerstone Recruitment Japan 株式会社

求人ID
1607387

業種
小売

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 少数

雇用形態
正社員

勤務地
東京都 23区

給与
経験考慮の上、応相談

更新日
2026年11月05日 06:00

応募必要条件

職務経験
1年以上

キャリアレベル
新卒・未経験者レベル

英語レベル
ビジネス会話レベル

日本語レベル
流暢レベル

最終学歴
高等学校卒

現在のビザ
日本での就労許可が必要です

募集要項

- Guide hiring managers on the best way to recruit, offer recommendations and provide them with useful insights. Secure their commitment to secure the right candidates are selected, within an agreed timeline contributing to the recruitment KPIs
- Manage a professional end to end recruitment processes for sales advisor roles including the organization of assessment centers in key cities, ensuring candidates receive quality feedback and the best possible experience
- Train and coach hiring managers on the best practice for a successful assessment center
- Ensure the timely adherence to established routines in the Applicant Tracking System (ATS) by following up with hiring managers for each specific job opening
- Support the Talent Acquisition Partner with CV screening and organizing interviews
- Follow up on KPIs, understand areas of strengths and opportunity, ensuring appropriate actions are being taken to improve time to fill as well as the candidate experience

スキル・資格

- Experience in volume hiring and working with recruitment KPIs
- Working proficiency of English language skills, both verbal & written
- Working proficiency of Japanese language skills, both verbal & written
- Experience of supporting others to grow by giving constructive feedback

会社説明