Skillhouse - Candidate Coordinator/ Career Advisor

International, Good Work-life balance

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
1609211

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
600万円 ~ 1000万円

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11月30日 02:00

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

日本語レベル
ネイティブレベル

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.

スキル・資格

• Must have 5+ years of experience in recruitment, staffing, candidate coordination, or sales
• Must currently reside in Japan with a valid work visa
• Strong relationship-building and communication abilities
• Excellent organizational and time-management skills
• A proactive, results-driven mindset
• Ability to work effectively as part of a sales-focused team environment
• Passion for helping people succeed while achieving personal goals
• Enjoys working toward KPIs and sales goals
• Enjoys a fast-paced, multitasking work environment

会社説明