



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08月24日 13:25

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

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