ITリクルーター (Technical Recruiter)

★専門性を極める★

募集職種

採用企業名
インターソフト株式会社

求人ID
1609249

業種
ITコンサルティング

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 ~ 600万円

更新日
2026年10月26日 01:00

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
ビジネス会話レベル

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

募集概要

ITエンジニアを中心とした人材採用を担当する**ITリクルーター (Technical Recruiter) **を募集します。

ITインフラ、デスクサイドサポート、ヘルプデスク、クラウド、ネットワーク、サーバー、開発など、幅広いITポジションの採用を担当していただきます。

採用要件の理解から候補者のソーシング、スクリーニング、面接調整、オファー、入社まで、採用プロセス全体を担当するポジションです。

主な業務内容

1. IT人材の採用活動

- ITエンジニア、ITサポート、インフラエンジニア等の採用
- 求人要件・Job Descriptionの理解および候補者要件の整理
- 採用計画に基づく候補者の母集団形成
- 採用市場におけるIT人材の動向調査

2. 候補者のソーシング

- LinkedIn、求人媒体、ダイレクトスカウト、リファラル等を活用した候補者開拓
- 登録候補者・過去候補者へのアプローチ
- 国内外のIT人材の発掘
- ITスキル、経験、勤務地、給与、言語能力等の確認

3. 候補者対応・スクリーニング

- 履歴書・職務経歴書の確認
- 候補者との電話・オンライン面談
- ITスキルおよび経験の確認
- 日本語・英語スキルの確認
- 志望動機、転職理由、希望条件等のヒアリング
- 候補者への求人内容・勤務条件の説明

4. 面接・採用プロセスの管理

- Hiring Managerとの面接調整
- 候補者との面接スケジュール調整
- 面接後のフィードバック回収
- 選考状況の管理
- オファー条件の調整・フォローアップ
- 入社までの候補者フォロー

5. エージェント・社内関係者との連携

- 人材紹介会社・Recruitment Agencyとの連携
- エージェントからの候補者推薦内容の確認
- Hiring Managerとの採用要件調整
- 採用進捗・KPIの管理およびレポーティング
- 海外チーム・グローバルステークホルダーとの連携

採用対象となる主なITポジション

- IT Helpdesk / Service Desk
- Deskside Support Engineer
- Desktop Support Engineer
- Field Service Engineer
- Network Engineer
- Server / Infrastructure Engineer
- Cloud Engineer
- System Engineer
- IT Administrator
- Application Support Engineer
- IT Project Manager
- その他IT関連ポジション

Job Overview

We are looking for an experienced and motivated **IT Recruiter** / **Technical Recruiter** to join our recruitment team.

The successful candidate will be responsible for recruiting IT professionals across a wide range of technical positions, including IT Helpdesk, Deskside Support, Infrastructure, Network, Cloud, and System Engineering.

This is an **end-to-end recruitment position**, covering candidate sourcing, screening, interview coordination, offer negotiation, and onboarding support.

Key Responsibilities

1. IT Talent Acquisition

- Manage recruitment for various IT and technical positions.
- Understand hiring requirements and translate them into effective candidate profiles.
- Develop and execute sourcing strategies to build a strong candidate pipeline.
- Research and monitor the IT talent market.

2. Candidate Sourcing

- Source candidates through LinkedIn, job boards, direct sourcing, referrals, recruitment databases, and other channels.
- Proactively identify and approach qualified IT professionals.
- Maintain and develop a pipeline of potential candidates.
- Source both Japanese and international IT professionals.
- Conduct market mapping and talent searches for difficult-to-fill positions.

3. Candidate Screening & Assessment

- Review resumes and assess candidates against job requirements.
- Conduct initial screening interviews by phone or online.
- Evaluate candidates' technical experience, career background, language skills, and overall suitability.
- Explain job responsibilities, working conditions, and career opportunities to candidates.
- Maintain regular communication with candidates throughout the recruitment process.

4. Interview & Selection Management

- Coordinate interviews between candidates and Hiring Managers.
- Manage interview schedules and candidate availability.
- Collect and communicate interview feedback.
- Follow up with candidates throughout the selection process.
- Support offer negotiations and closing activities.
- Maintain candidate engagement until joining.

5. Hiring Manager & Agency Management

- Work closely with Hiring Managers to understand recruitment requirements.
- Provide market feedback regarding candidate availability, salary levels, and hiring trends.
- Manage relationships with recruitment agencies and external sourcing partners.
- Review and assess candidate submissions from recruitment agencies.
- Coordinate with internal teams and global stakeholders as required.

6. Recruitment Administration & Reporting

- Maintain accurate candidate and recruitment records.
- Update ATS / recruitment management systems.
- Track recruitment progress and maintain recruitment pipelines.
- Prepare regular recruitment reports and KPI updates.
- Ensure compliance with internal recruitment procedures and policies.

Typical Positions to Recruit

The recruiter will be responsible for recruiting candidates for positions such as:

- IT Helpdesk / Service Desk Engineer
- Deskside Support Engineer
- Desktop Support Engineer
- Field Service Engineer
- IT Support Engineer
- Network Engineer
- Server / Infrastructure Engineer
- Cloud Engineer
- System Engineer
- IT Administrator
- Application Support Engineer
- IT Project Manager
- Technical Project Manager
- Other IT and technical positions

スキル・資格

必須条件

- IT人材の採用経験、またはIT業界での採用・人材紹介経験
- ITエンジニアの基本的な職種・技術に関する理解
- 候補者との高いコミュニケーション能力
- 複数の採用ポジションを同時に管理できる能力
- PCスキル（Microsoft Office / Excel / Teams等）
- 採用プロセスを主体的に進められる方
- 日本語：ビジネスレベル以上

歓迎条件

- IT Recruiter / Technical Recruiterとしての実務経験
- 人材紹介会社でのIT人材紹介経験
- IT企業・SIer・外資系企業での採用経験
- LinkedIn Recruiter等を利用したダイレクトソーシング経験
- ATS / CRM等の採用管理システムの使用経験
- 英語：ビジネスレベル
- 外国籍ITエンジニアの採用経験
- 日本国内のIT人材市場に関する知識

求める人物像

- IT業界・IT技術に興味がある方
- 人とコミュニケーションを取ることが好きな方
- スピード感を持って採用業務を進められる方
- 複数案件を整理して管理できる方
- 候補者・クライアント双方の立場を理解して行動できる方

- 指示を待つのではなく、主体的に候補者を探せる方
- 外国籍の候補者やグローバルチームとのコミュニケーションに抵抗がない方

KPI

- Candidate Sourcing数
- Screening数
- 面接設定数
- 面接通過率
- Offer Acceptance Rate
- Time to Hire
- 入社決定数
- Direct Sourcing比率
- Candidate / Hiring Manager Satisfaction

Required Qualifications

- Experience in IT recruitment, technical recruitment, or IT staffing.
- Basic understanding of IT roles, technologies, and technical skill sets.
- Strong communication and interpersonal skills.
- Ability to manage multiple recruitment requirements simultaneously.
- Strong candidate sourcing and screening skills.
- Good organizational and time-management skills.
- Ability to work independently and take ownership of recruitment activities.
- Business-level Japanese communication skills.
- Good working knowledge of Microsoft Office, Excel, Teams, and other standard business tools.

Preferred Qualifications

- Experience as an IT Recruiter / Technical Recruiter.
- Experience recruiting IT engineers for IT service companies, system integrators, or multinational companies.
- Experience with direct sourcing and LinkedIn Recruiter.
- Experience working with recruitment agencies.
- Experience recruiting foreign IT professionals in Japan.
- Experience using ATS / CRM or recruitment management systems.
- Business-level English communication skills.
- Knowledge of the Japanese IT recruitment market.

Ideal Candidate Profile

We are looking for someone who:

- Has a strong interest in the IT industry and technology.
- Enjoys communicating with and building relationships with candidates.
- Can proactively source candidates rather than relying solely on job applications.
- Can understand technical requirements and identify suitable IT talent.
- Can manage multiple vacancies and priorities effectively.
- Has a strong sense of ownership and responsibility.
- Can work effectively with Hiring Managers, candidates, recruitment agencies, and internal stakeholders.
- Is comfortable working in a multicultural and international environment.
- Can work in a fast-paced recruitment environment and meet hiring targets.

Recruitment KPIs

The successful candidate may be measured against recruitment KPIs including:

- Candidate sourcing volume
- Qualified candidate submissions
- Screening interviews
- Interview arrangements
- Interview-to-offer conversion
- Offer acceptance rate
- Time to Hire
- Number of successful placements
- Direct sourcing ratio
- Candidate pipeline development
- Candidate and Hiring Manager satisfaction

会社説明