Bilingual Recruitment Consultant (Hybrid) | JPY 3.8M–4.8M

No Prior HR Experience | Hybrid

募集職種

人材紹介会社
株式会社フェローシップ

採用企業名
A leading HR consulting and talent acquisition firm

求人ID
1610098

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 少数

雇用形態
正社員

勤務地
東京都 23区, 渋谷区

給与
350万円 ~ 500万円

更新日
2026年10月28日 07:00

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 (英語使用比率: 50%程度)

日本語レベル
ネイティブレベル

最終学歴
大学卒： 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

【About the Role】

We are seeking a driven, strategic Bilingual Recruitment Consultant to act as an HR partner for major domestic corporations and global enterprises. In this role, you will design and execute tailored talent acquisition strategies, manage sourcing pipelines, and report directly to global leadership to solve complex recruitment challenges.

【Key Responsibilities】

・Conduct alignment meetings with client Hiring Managers (in English & Japanese) to assess hiring needs and draft bilingual job descriptions.

・Identify bottlenecks in sourcing pipelines and candidate selection stages, implementing data-driven solutions to achieve target hiring goals.

・Manage vendor relationships and lead strategic alignment meetings with recruitment agencies and direct sourcing partners.

・Lead candidate interviews, manage pipelines, and facilitate offer follow-ups to ensure high acceptance rates.

・Deliver regular recruitment status reports and conduct progress meetings directly with Global HQ and Global HR in English.

【Work Style & Benefits】

・Hybrid work model (typically 2–3 days WFH per week).

・Flex-time system (Core hours: 10:00–15:00 / Standard 8 working hours).

・High business stability with exceptional client retention rates.

・Full social insurance, meal allowances, skill development support, and qualification acquisition bonuses.

スキル・資格

【Requirements】

・Bachelor’s degree with 3+ years of full-time professional work experience.

・Business-level English proficiency (TOEIC 750+ equivalent or above).

・Strong communication skills with empathy and stakeholder management ability (perspective-taking).

・Action-oriented mindset with a strong drive to achieve goals and targets.

・Ability to deliver logical, fact-based reports and execute the PDCA cycle.

【Preferred Qualifications】

・Direct background in corporate HR, recruitment operations, or agency talent acquisition.

・B2B sales or consulting background (preferably within recruitment, staffing, or HR services).

・Customer service or client-facing experience in hospitality, service, or related industries.

会社説明