



Internal Recruiter

募集職種

人材紹介会社
株式会社バイオス

求人ID
945396

勤務形態
契約

勤務地
東京都 23区, 新宿区

給与
経験考慮の上、応相談

更新日
2019年11月12日 16:00

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
ネイティブ

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

- Support Service Managers and recruitment staff to provide our customized and bilingual IT services and solutions to international clients in Tokyo, Osaka, and Okinawa-area
- Work with various teams to identify IT engineers with appropriate technical skills from the market using our engineer database and job search websites
- Drive the hiring process
- Register new engineer's profile on our recruitment database
- Screen scouted engineer's resumes and match with available job positions. Discuss with them over phone to check their language abilities

- Prepare documents to submit to clients by working with account managers (i.e.formatted resumes, job descriptions, company brochure, etc.)

- Coordinate with administration, HR, and accounting teams to prepare staff contracts, invoices, etc.

スキル・資格

- ・Japanese and English with Bilingual communication skills
- ・ Willing to work as a team
- ・ Eager to learn

native level Japanese , business level English

会社説明

BiOS was formed in 1998 (as a division of LINC Media Inc.) and has evolved into a premier IT solutions and outsourcing company. With this evolution BiOS was spun off from LINC Media to create a separate and independently operating company in 2010, now registered as BiOS Inc. BiOS provides solutions and services to a wide range of small and large foreign firms in Japan.

Over the years BiOS has developed the benchmark for bilingual IT Solutions in Tokyo, built on the principle of providing honest and affordable services customized and tailored to our client's needs.

We are always looking for bilingual IT professionals to join our onsite and internal teams. We pride ourselves in recruiting talented and ambitious engineers from all over the world.

Currently our teams include bilingual technical, sales and administration staff from more than 10 countries making BiOS a dynamic IT Team where intellect and creativity and a strong work ethic are all rewarded.

Start your future today with BiOS.