



About Nippon Recruitment

Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese employers. On behalf of our customer, an information service company, we are looking for a

Recruiting Associate, Tokyo (939) Fluency in English and Japanese, Information Services

Company information

Our customer provides global investment and business professionals with on-demand access to business expertise across all industries and geographies. The company was founded in London in 2008. The company has offices in Tokyo, Hong Kong, Seoul, Shanghai, New York, San Francisco, Hamburg and Dubai.

Job description:

As an Recruiting Associate, you will be responsible for

- **Talent attraction:** manage external job postings and recruiting platforms to attract and engage unique talent
- **Agency engagement:** build highly effective working relationships with external partners to support the hiring process
- **Proactive sourcing:** execute on tactical research, referrals and sourcing campaigns to find and engage both active and passive candidates through proactive initiatives
- **Candidate management:** screen candidate applications, schedule and coordinate interviews and feedback, manage candidate communication
- **Candidate experience:** Effectively educate candidates on available opportunities; facilitate a positive and impactful experience
- **Data:** Maintain applicant tracking data and report on hiring results and recruitment metrics
- Organizing and participating in onsite and offsite recruitment events
- **Ad hoc projects:** partner to continuously develop process improvements to enhance the experience for candidates and internal stakeholders alike
- Providing administrative support as needed

Job requirements:

- Proven academic excellence (evidenced by Bachelor's or higher degree)
- 1-3 years in corporate recruitment, headhunting or executive search
- Interest in identifying, engaging and converting premier, specialized talent
- Ability to multitask and prioritize in a fast-paced environment
- Fluent English and Japanese language skills required
- Attention to detail
- Dependability and interest in working in a team-oriented environment

Are you looking for the next step in your career? Please send your CV to Ikuko Nakaishi (application@nipponrecruitment.com).