

## Job Detail

Staff Level

Position Title	Talent Acquisition Staff / Engineer Recruitment
Company Name	SunWell Solutions Co., Ltd.
Activated / Updated	2024-03-13 / 2024-03-13
Job Type	General Affairs/HR/Legal - HR (Recruiting)
Industry	Staffing Agency
Location	Asia Japan Kanagawa
Job Description	<p>At the Yokohama head office, you will be in charge of recruitment work, mainly for highly-skilled foreign personnel. Using each channel, we will approach human resources who match the job offer interviewed by the sales representative, and support you until joining the company.</p> <ul style="list-style-type: none"> <li>• Introduce foreigners, especially Vietnamese engineers, to jobs in automobiles, machinery, electricity, construction, etc.</li> <li>• SNS attracting customers for foreigners who want to work (SNS marketing, Website, Facebook, Zalo, Email, etc.)</li> <li>• Interviews with engineer candidates, client interview coordination, salary negotiations, follow-up from job introduction to joining the company</li> <li>• Approach candidates by communicating with subsidiaries, cooperating companies, and introducers</li> <li>• Collaboration with sales department</li> <li>• Document preparation, filing (job postings, contracts, consent forms, etc.)</li> <li>• Translation/interpretation for each language</li> </ul>
Company Info	<p>(1) You can work in a global environment. The Yokohama head office alone is made up of people from 6 countries, and the group as a whole is made up of people from 13 countries. In addition, it is necessary to proceed with work in cooperation with employees of overseas subsidiaries. You can improve your English skills and international business sense in a multinational environment.</p> <p>(2) We are facing social issues in Japan as a business. We support the social problem of declining birthrate and aging population from the aspect of "people". Aiming for the absolute position of "dispatching foreign engineers", we continue to face problems every day to become a company that affects the world.</p> <p>(3) We can propose engineers from all over the world who are ready to work. One of our strengths is that we can search for engineers all over the world from the human resource databases of our affiliated companies. In addition to proposing only experienced engineers instead of technical intern trainees, we also thoroughly support life so that engineers can concentrate on their work.</p> <p>(4) You can have a good work-life balance. In the human resources industry, where overtime work is common, our average overtime hours are 10 hours, so we live a well-balanced life. We are also actively promoting the use of childcare leave by men.</p> <p>[About passive smoking measures] No smoking indoors</p>
Working Hours	<p>9:00-18:00 Prescribed working hours: 8 hours (60 minutes break)</p> <p>◆Flex time system◆ Core time: 10:00-17:00 [Example of working hours] 8:00-17:00, 9:00-18:00</p>

	Overtime: Yes Monthly average overtime hours: 20 hours
Qualifications	<p><b>【Prerequisite】</b></p> <ul style="list-style-type: none"> <li>• Work experience in the human resources industry</li> <li>• English proficiency above the daily conversation level (equivalent to TOEIC 600. Emphasis is placed on conversational skills)</li> </ul> <p><b>[Welcome conditions]</b></p> <ul style="list-style-type: none"> <li>• Those who are good at using social media</li> <li>• Foreign nationals welcome</li> </ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3000K - JPY 4000K
Salary Description	<p>Wages are only approximate amounts and may increase or decrease depending on the selection process. The monthly salary (monthly amount) includes a fixed allowance.</p> <ul style="list-style-type: none"> <li>■ Salary increase (June)</li> <li>■ Settlement bonus (June/December *Maximum of 4 months) *Based on performance and evaluation</li> </ul> <p>&lt;Treatment/Benefits&gt;</p> <ul style="list-style-type: none"> <li>• Commuting allowance: Monthly upper limit of 30,000 yen</li> <li>• Dormitory company housing: Rental company housing system available (negotiable)</li> <li>• Social insurance: All types of social insurance</li> <li>• Learning support system (subsidies for schooling expenses, English learning, career consultants, IT passports, etc.)</li> <li>• Qualification acquisition support system (payment of qualification acquisition congratulatory money, TOEIC (R) test (R), career consultant, IT passport, etc.)</li> </ul> <p>&lt;Other Supplements&gt;</p> <ul style="list-style-type: none"> <li>• Telecommuting system</li> <li>• Entrepreneurship support system (up to 10 million yen)</li> <li>• Permanent continuous service leave system</li> </ul>
Holiday Description	<p>2 days off per week (Saturdays, Sundays, public holidays) Annual paid vacation: 10 to 20 days (minimum number of days granted after 6 months of employment) 120 or more annual holidays</p> <p>Summer vacation, year-end and New Year holidays, long service leave (5 years/10 years), congratulatory or condolence leave, founding anniversary leave (June 3), maternity leave, childcare leave</p>
Job Contract Period	full-time employment Trial period: 3 months (no change in treatment during the trial period)
Nearest Station	Nearest station to work: Minatomirai Line / Nihon Odori Station (Exit 3)