

Job Detail

Staff Level

Position Title	[Telework available once a week] Recruiter team leader/Engineer recruitment officer
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 mainly for highly-skilled foreign personnel. You will use various channels to approach human resources who match the job openings acquired by the sales staff, and support them until they join the company. I will also be responsible for managing two members as a playing manager for the Japanese engineer recruitment team.</p> <p><Industries covered> Plant (electrical control designer, piping design, etc.) Automotive (interior design engineer, embedded engineer, etc.) Construction/Machinery (Job examples: civil engineering construction management, quality control, etc.) IT (Job examples: application engineer, programmer, server engineer, etc.)</p> <p><<Specific job details>></p> <ul style="list-style-type: none"> • Selection of media that leads to population formation • Candidate scout • Attracting SNS customers for foreigners who want to work (SNS marketing, Website, Facebook, Zalo, Email, etc.) • Interviews with engineering candidates, client interview arrangements, salary negotiations, and follow-up from job introduction to joining the company. • Communicate with subsidiaries, partner companies, and introducers and approach candidates • Cooperation with sales department • Document creation, filing (recruitment forms, contracts, agreements, etc.) • Translation/interpretation of various languages • People management (planned to hire 2 members)
Company Info	<p>(1) You can work in a global environment. The Yokohama head office alone has employees from 6 countries, and the group as a whole has employees from 13 countries. It is also necessary to work together with employees of overseas subsidiaries. You can hone your English skills and international business acumen in a multinational environment.</p> <p>(2) We are tackling Japan's social issues as a business. Our company supports the social issues of declining birthrate and aging population from the perspective of people. Aiming for the absolute position of "dispatch of foreign engineers", we continue to face problem solving every day in order to become a company that has an impact on the world.</p> <p>(3) We can suggest engineers from all over the world who can work immediately. One of our strengths is that we can search for engineers from all over the world using the human resources database of our affiliated companies. In addition, we not only recommend experienced engineers rather than technical intern trainees, but we also provide thorough lifestyle support so that our engineers can concentrate on their work.</p> <p>(4) You can lead a life with a good work-life balance. In the human resources industry, where there is a lot of overtime, our average overtime work is 10 hours, allowing us to lead a balanced life. We are also actively working to encourage men to take childcare leave.</p> <p>[About passive smoking measures] No smoking indoors</p>
	<p>9:00-18:00 Scheduled working hours: 8 hours (60 minutes break)</p>

Working Hours	<p>◆Flex time system◆ Core time: 10:00-17:00 [Example of working hours] 8:00-17:00, 9:00-18:00</p> <p>Overtime work: Yes Monthly average overtime: 20 hours</p>
Qualifications	<p><Requirements></p> <ul style="list-style-type: none"> • Experience in recruitment work (experience in human resources sales is also acceptable) 2 years or more • Some member management (education, progress management, etc.) • Japanese native level <p><Welcome requirements></p> <ul style="list-style-type: none"> • Those who are good at utilizing social media • Person who has experience in scouting work
English Level	None
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 4000K - JPY 5500K
Salary Description	<p>Estimated annual income: 3,864,000 yen to 5,109,600 yen Monthly salary: 274,000 yen to 362,000 yen (position allowance: 5,000 yen, including 15 hours of fixed overtime) Incentive system: Yes, you will receive an incentive for each person hired.</p> <p>Wages are only a guideline amount and may change depending on the selection process. Monthly salary (monthly) includes fixed allowance.</p> <p>■Salary increase (June) ■Settlement bonus (June/December *up to 4 months) *Depends on performance and evaluation</p> <p><Treatment/Welfare></p> <ul style="list-style-type: none"> • Commuting allowance: Monthly upper limit of 30,000 yen • Social insurance: Fully equipped with various social insurance • Study support system (schooling cost assistance, English learning, career consultant, IT passport, etc.) • Qualification acquisition support system (payment of qualification bonus, TOEIC(R) test(R), career consultant, IT passport, etc.) <p><Other supplements></p> <ul style="list-style-type: none"> • Work from home system: Yes (once per week in principle) • Entrepreneurship support system (up to 10 million yen) • Permanent service leave system
Holiday Description	<p>Complete 2-day week (Saturdays, Sundays, and public holidays) Annual paid vacation: 10-20 days (minimum number of days granted after 6 months of joining) Number of holidays per year: 120 days or more</p> <p>Summer vacation, year-end and New Year holidays, long-term service leave (5 years/10 years), condolence leave, founding anniversary leave (June 3rd), prenatal/postnatal leave, childcare leave</p>
Job Contract Period	Full-time employment Trial period: 3 months (no change in benefits during the trial period)
Nearest Station	Nearest station to work: Minatomirai Line / Nihon Odori Station (Exit 3)