

Job Detail

Staff Level

Position Title	Talent Acquisition Associate
Company Name	Ahead Group
Activated / Updated	2025-04-30 / 2025-05-09
Job Type	General Affairs/HR/Legal - HR (Recruiting) Consulting - Recruitment Consulting Consulting - HR Consulting
Industry	IT Consulting
Location	Asia Japan Tokyo
Job Description	<p>Ahead Group is seeking talented individuals to join our dynamic environment for the position of Talent Acquisition Associate. The role consists of a base salary plus bonuses for successful selection of candidates.</p> <p>Job Requirements:</p> <ul style="list-style-type: none"> • Be the first point of contact for candidates, and work closely with in-house hiring managers throughout the recruitment and onboarding process. • Collect information regarding roles and job descriptions from in-house managers and keep them updated in a timely manner regarding current hiring status. • Assist to build a quality-based candidate database of high quality candidates as assembled from various databases and sources online and in person. • Gather appropriate information from potential hires, and appropriately seek and source suitable candidates. • Conduct initial email and phone screening, arrange and attend physical interviews, and provide appropriate feedback to in-house managers. • Prepare and present candidate resumes using Ahead standard templates. • Develop and maintain solid working relationships with candidates, and keep them updated periodically on current hiring trends in the market. • Business level English • Business level Japanese
Company Info	[Measures against passive smoking] No smoking indoors allowed
Working Hours	9:30 am-6:30 pm
Qualifications	Candidates should have excellent English and Japanese proficiency, a background in interacting with people on a professional level, and the overall desire to interact and work with many types of diverse people primarily in the IT industry.
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Daily Conversation Level
Salary	JPY - Japanese Yen JPY 3000K - JPY 3500K
Salary Description	Social Insurance Commuting/Transportation Allowance Education Training
Holiday Description	Five-Day Workweek Paid Holidays
Nearest Station	Kamiyacho, Tokyo