



Recruitment coordinator

Job description

We are looking for someone who can help us promote large-scale and innovative recruiting for future business expansion.

- Involvement in all aspects of the selection process, from candidate screening and analysis to interview management and facilitation
- Job posting on the web and in various media
- Responding to requests concerning internal hiring needs
- Other measures that may be necessary to strengthen recruiting in the future: devising, operating, and verifying measures
- General administrative work related to the above

Requirements

- At least 3-5 years of experience in human resources, recruiting and management.
- Proficiency in both English and Japanese (a level of fluency in both languages that does not interfere with reading applicant documents, interviewing, reading contracts, and understanding subtext in internal and external communications)
- Able to communicate effectively and efficiently both internally and externally, with a track record of having done so in the past
- Able to handle multiple practical and routine tasks at the same time in a speedy manner with awareness of deadlines and priorities, with a track record of having done so in the past
- Knowledge and experience of recruitment system operation and management

Preferred experience/skills

- Experience with labor affairs (especially laws and regulations related to the employment of overseas employees)
- At least 3-5 years of experience in team management
- Ability to write effective job postings in both Japanese and English

Desired candidate profile

- Someone who likes people and who enjoys working for the benefit of others
- Someone able to communicate verbally and non-verbally with others while being sensitive to their feelings and thoughts
- Someone with a sense of responsibility and ownership who is able to work with various people in an appropriate and smooth manner while dealing with issues and completing tasks
- Someone who is not satisfied with the status quo, but who is always willing to try and make suggestions to improve the organization
- Someone who enjoys learning, who is aware of relevant changes within the industry and initiatives by other companies, and who tries to implement lessons learned when applicable within their own organization
- Someone who can not only perform routine tasks accurately, but also stop and think carefully about each one
- Someone who is not limited by experience or stereotypes, and who is able to positively engage with new concepts and changes and use them to fuel motivation for their work
- Those who have a DE&I perspective and an awareness of being close to social minorities

Core values

- A sense of engagement and responsibility towards Spiber's projects
- The ability to commit to the team's mission over individual interests
- The capacity for flexibility in the pursuit of maximizing the team's performance
- Willingness to step outside individual areas of specialization
- An appreciation for new experiences and challenges
- Ability to deliver and share our company's culture and image
- Ability to work under pressure and react to an ever-changing environment

Location

- Tsuruoka, Japan

Benefits

- Various types of insurance (employment insurance, workers' accident compensation insurance, health insurance, employee pension)
- Optional defined contribution pension plan
- Mental health support (consultation with external clinical psychologists)

- Employee stock ownership plan
- Flexible work options to suit various types of work (shortened working hours and remote work are available)
- Childcare center enrollment in the nursery is available for all employees with children from age 6 months to 5 years (if vacancies are available)
- In-house social gatherings
- Business trip allowance

Pre-employment

Support system for those who move from overseas to Tsuruoka, Japan

- Information on moving to Tsuruoka and a Q&A session before the final selection process
- Support for entry (visa application, transportation upon arrival in Tsuruoka, etc.)
- Support for daily life in Tsuruoka (employee accompaniment as needed to find housing, set up living infrastructure, complete procedures at various locations, other accompaniments as necessary, etc.)
- Spiber is able to pay for the initial housing costs upfront, and the employee can repay the amount at a later date
- Transportation from country of residence to Tsuruoka

Post-employment

Support system for a smooth in-house communication

- Free in-house language classes
- Language mentor system (for non-business support as well)
- In-house language support team for language-related consultation and support (such as interpretation at meetings and interviews as needed)
- Support for daily life (housing-related troubleshooting, vaccinations, accompaniment to hospital visits in case of illness, etc.)

How to apply

- Please send your application documents through the application form on our website (<https://www.spiber.inc/en/join/form/>). Please select "Finance & Administration" on the form and mention that you are applying for the role of Recruitment Coordinator in the "Comments" box.