

Work for Us

RGF Professional Recruitment Japan is a bilingual arm of Recruit Holdings, the number 1 HR & Information Services Company in Asia and Japan and number 4 world-wide with a network of global offices in over 18 different locations across 8 countries.

We are hiring talented individuals across several teams from Associate to Senior Consultant level, from new grads, industry professionals, experienced recruiters, sales people, or merely those with a curiosity and ache to join our lucrative industry for our rapidly expanding Tokyo Office!

Your role

Associate – handling candidate side of the recruitment process to ensure both high quality, *bold* and results-driven service whilst maintaining strong relationships and excellent customer service in a *team*-oriented environment.

Your responsibilities

- Generate new candidate pools using our extensive scouting methods including job boards, headhunting, referrals, recruitment seminars, networking and industry events to bring in top candidates in the market
- Identify and engage with suitable candidates within our existing databases - one of Asia's largest candidate databases
- Conduct both face-to-face and phone interviews with candidates to qualify them for the open positions
- Provide advice about the job market and career consultation to candidates
- Actively promote, and explain RGF PR brand's unique selling points to candidates via face-to-face or phone meetings or actively engaging on social media (e.g. LinkedIn)

What we offer

At RGF PR, you have the opportunity to turn your position as a recruiter into a long-term progressive career within our rapidly expanding business.

- Vast opportunities to step-up in your career and progress quickly within our meritocratic organization
- Dig deeper into the recruitment world with our comprehensive trainings for our consultants to gain further knowledge as an expert and *kaizen* from experts within our business
- The prospect to work alongside diverse, passionate and highly experienced individuals within the recruitment market-space
- Quarterly lunch clubs for the top billers at Michelin star restaurants
- An attractive commission scheme that is paid quarterly
- We can guarantee a *fun* and fulfilling career here at RGF PR Japan with quarterly company events (Hanami events, Summer barbecues, Black-tie Christmas events etc.), annual team and top performers incentives trips to places like Las Vegas, Hawaii, Guam

Your profile

- New graduate or Dainishinsotsu
- Strong communication skills (via phone and face-to-face)
- Ability to win candidates over with professionalism, *respect* and trust
- Capability to work in a fast-paced, challenging work environment
- Business level English and Japanese or above
- Passion and enthusiasm to succeed as a Recruitment Consultant
- *Accountability* to always be proactive and self-motivated
- Result-oriented, driven and acts with great *integrity*

To learn more or apply, visit our work for us page on our website!

<https://www.rgf-professional.jp/en/work-for-us>