

**事業開発・営業管理部長 / Head of Business Development and Sales グローバル****Vibrant Team / Great Workplace****Job Information****Recruiter**[Hire Pundit Japan Corporation](#)**Hiring Company**

Hire Pundit Japan K K

Job ID

1460489

Industry

Recruitment Agency

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Toei Shinjuku Line, Iwamotocho Station

Salary

Negotiable, based on experience

Salary Bonuses

Bonuses included in indicated salary.

Salary Commission

Commission paid on top of indicated salary.

Work Hours

9 am to 6 pm

Holidays

Weekend and National Holidays in Japan

Refreshed

July 7th, 2025 02:00

General Requirements**Minimum Experience Level**

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education LevelBachelor's Degree

Visa StatusPermission to work in Japan required

Job Description

Responsibilities :

- Identify and develop new business opportunities through networking, industry knowledge, current expertise and existing contacts
 - Proactively initiate contact with potential clients and conduct research to identify new markets and customer needs
 - Build and maintain good relationship with existing clients in order to facilitate repeat business
 - Persuade clients sign search contracts on exclusive and/or retainer basis
 - Assist clients in formulating their expectation and contractual requirement in order for the appropriate candidates to be suitably matched with the role
 - Work together with the internal researchers to match the candidates to the profile and create a shortlist
 - Manage recruitment operations to ensure database is compliant with laws, help team manage KPIs and achieve targeted results.
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Required Skills

Requirements :

- A self-starter with desire for success who can spot new opportunities
- Business Development experience of 5 years or more in Service Industry (Min 3 years in Japan)
- Experience with design and implementation of business development strategy
- Driven individual motivated by sales results
- Ability to self motivate and manage and motivate a team
- Excellent communication skills: written, verbal and listening

Note - Candidate from Recruitment Agency/Firm with minimum 3 years of experience in Business Development for Permanent & Executive Search Positions will be given high preference.

Company Description