



## 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

February 4th, 2026 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 Level**

Bachelor's Degree

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**Visa Status**

Permission to work in Japan required

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**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.

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**Company Description**