



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**

September 1st, 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 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**