



## International Affairs Specialist – Intellectual Property Law

**Dynamic intellectual property law firm**

### Job Information

#### Hiring Company

[Sonoda & Kobayashi Intellectual Property Law](#)

#### Job ID

1485662

#### Industry

Other (Consulting and Professional Services)

#### Non-Japanese Ratio

Majority Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards, Shinjuku-ku

#### Train Description

Yamanote Line, Shinjuku Station

#### Salary

4.5 million yen ~ Negotiable, based on experience

#### Work Hours

フレックスタイム制（コアタイムなし）

#### Holidays

土日祝日

#### Refreshed

August 21st, 2025 01:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Business Level

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

We are seeking a motivated professional to join the International Affairs Department of a dynamic Japanese intellectual property law firm. This position offers a unique opportunity to combine business development, client relations, and marketing initiatives in a genuinely international setting that retains its Japanese roots.

**What you'll be doing:**

You will collaborate with colleagues in our International Affairs Department to:

- **Business Development & Client Relations**
  - Develop business opportunities and strengthen relationships with international clients.
  - Prospect and identify new clients and strategic partners.
  - Facilitate communication between international client companies and our firm.
  - Negotiate service terms and fees and monitor client satisfaction.
- **Technical & Legal Interface**
  - Discuss complex technical and legal issues arising from Japanese IP law with clients in writing and orally.
  - Study IP laws of different jurisdictions and participate in organizing Japanese IP law seminars for international clients.
  - Gather and analyze data on patent filing activity in Japan and abroad.
- **Marketing & Outreach**
  - Conceptualize and implement online and offline marketing strategies.
  - Support the creation of newsletters, presentations, and online content (e.g. videos and webinars) related to intellectual property.
  - Help organizing and potentially attend business trips and conferences to represent the firm and connect with potential clients.
- **Automation & Process Improvement**
  - Assist in identifying and implementing tools and automation solutions to streamline client management and marketing workflows.
  - Review internal procedures to align with client needs and improve efficiency.

**Required Skills****The ideal candidate:**

- Holds a university degree.
- Has experience in business development, marketing, client relations, or a related field. Alternatively, has a technical background with experience or strong interest in IP.
- Has excellent communication skills and a collaborative, open-minded attitude.
- Is creative, with the ability to conceptualize and implement new ideas, including online marketing initiatives.
- Is willing to travel abroad (mainly to the US and Europe).
- Is self-driven and can work independently.
- Good knowledge of Excel Macros, Power Automate or AI tools is a plus.

**Required language proficiency:**

- **English:** Native level or business fluency.
- **Japanese:** business level or a strong commitment to achieve business level

**Location:**

Tokyo, Japan, with the possibility of working from home several days per week.

**What's in it for you:**

At Sonoda & Kobayashi, we value our employees and engage them as true partners in running our business. With over 25 years of experience providing IP services in Japan, we pride ourselves on our culture of open communication and international outlook.

You will join a small, collaborative team in the International Affairs Department with opportunities to contribute to business development, marketing, process innovation, and client management.

**Company Description**