



## Business Development for global law firm

Elite global law firm

### Job Information

**Recruiter**

ALBERTO K.K.

**Job ID**

1531987

**Industry**

Legal

**Company Type**

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

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 9 million yen

**Refreshed**

July 30th, 2025 06:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 25%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

This role will support marketing and business development initiatives across key legal practices, including Dispute Resolution, Intellectual Property, Corporate/M&A, Antitrust, Real Estate, and Energy & Project Finance.

#### Key responsibilities:

- Assist the Tokyo BD and marketing team and local partners with business plans and initiatives
- Help partners build client relationships, share information, and increase the Firm's visibility with Japanese and international clients

- Lead client relationship development activities, including seminars, conferences and events
  - Manage pitch preparation, proposals, and presentations, collaborating with partners, associates, and trainees
  - Work with the Tokyo Senior BD & Marketing Manager and PR agency to enhance media engagement for practice leaders
  - Ensure efficient Business Development Infrastructure is in place, including credentials and lawyer CVs, with systems for data capture, analysis, and reporting
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## Required Skills

- 2+ years of relevant experience in business development/communications, ideally within a global law firm or similar environment
  - Native-level Japanese and advanced English
  - Prior experience and knowledge of working within Asian markets is preferable
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