



Business Development Coordinator-Financial Services

Polish Company in Japan

Job Information

Hiring Company

Sollers Consulting K.K.

Job ID

1543839

Industry

IT Consulting

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Chiyoda Line, Shin Ochanomizu Station

Salary

5 million yen ~ 8 million yen

Refreshed

July 22nd, 2025 13:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

日本語N2レベル以上

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

About Sollers Consulting

Sollers Consulting is more than a consultancy and software integrator.

As a company founded in 2000, our mission has been to transform the financial & insurance industries by helping them adapt to new technologies.

The power of collaboration and the limitless potential of Sollers people are at the root of our success. We strive to be the best

at what we do, both in the eyes of our team and our customers. We put people at the heart of every project.

About the role. You will

As a Business Development Consultant, you'll play a critical role in building our Japanese presence. You'll work closely with sales, marketing, product teams, and Japan leadership, to drive strategies, foster client relationships, and contribute to our business growth. You'll have a salary, benefits, and career development all while seeing your impact on the company through your efforts.

Key Responsibilities

- **Pipeline Management:** Track and manage sales leads through the CRM system, ensuring contact base maintenance and accurate forecasting and reporting.
- **Collaboration:** Work closely with sales, marketing, and product teams to align strategies and share valuable insights from client interactions.
- **Follow-Up:** Collaborate with Account Management to create key account plans and enhance customer communication through emails, meetings, and other contact channels.
- Translating in sync with GEO Owner overall Sollers marketing strategy into plan for local activities (all forms of media presence and events)
- **Coordinating brand recognition activities in the GEO** : Deep understanding marketing environment · Assuring quality of the marketing activities in GEOs · Day to day coordination & organisation of the market activities · Aligning with the company wide brand strategy
- **Coordinating media presence in the GEO** : Media selection and assuring relationship building/maintenance with them · Managing the list of individuals to leverage for PR activities and coordinating their activities
- **Coordinating events in the GEO** : Maintaining list of local events, regularly reviewing for potential event participation · Coordinating preparation for events and occasionally participating at events in GEO · Ensuring Sollers visibility and branding at events
- **Helps Media faces and ambassadors in GEO** : Supports media faces and ambassadors to be active

In Addition:

- Planned number of hires: 1
- Employment Type : Full-time employee (with a 6-month probationary period)
- Salary : 5M-8M
- Work location: KANDA SQUARE, 2-2-1 Kanda-Nishikichō, Chiyoda-ku, Tokyo
(Inside WeWork shared office)
Nearest Stations: Shin-Ochanomizu Station
- Working Style
 - L Flexible working hours (flextime system)
 - L Hybrid / Home Office Model (Employees are expected to work from the office 2 to 3 times per week)

Required Skills

About the requirements. You need:

- **English: Business level or higher**
- **Japanese: N2 level or higher**
- **Strong understanding of Japanese work culture** – Deep familiarity with business etiquette, communication styles, and cultural expectations in the Japanese workplace. Understanding of the Japanese P&C insurance market trends is highly desirable. Knowledge of personal lines, commercial lines, specialty lines and/or workers compensation insurance is a bonus.
- **Experience** – Minimum of 4 years of experience in B2B business development support within Japan, preferably in consulting or IT delivery engagements for P&C insurance industry. Experience in B2B marketing and communication strategies is a plus.
- **Bachelor's or Master's degree** – Preferably in a business-related field.
- **Attributes** – Detail-oriented, analytical, and process-focused with excellent teamwork skills and international experience. Familiarity with Agile methodology is advantageous.
- **Skills** – Proficiency in digital marketing tools and platforms, excellent communication skills and a creative mindset. Experience with CRM systems and pipeline management. Comfortable working across teams and cultures.
- **Experience in an international work environment** – Ability to adapt and collaborate effectively in a multicultural setting.

About our promises. We can offer:

- Permanent employment agreement with 6-month probation period.
- Flexible working hours and a hybrid home office model (2-3 times per week in the office) as work-life balance is crucial at Sollers.
- A chance to be promoted twice a year and a clearly defined career path with salary forecast.
- Opportunities for growth with a training budget that you can use for courses and conferences. We also provide access to an online training platform and co-fund language classes.
- An internal coach to guide you through the onboarding, further training and career opportunities, plus a budget to be used for your lunches together.
- A chance to #domore for the planet and the community as part of Sollers Change Makers – our volunteering program.
- Lots of teambuilding activities, trips, hobby groups and cultural events to create a company powered by teamwork.

Company Description