

**【Niseko】 Director of Real Estate Sales Operations****契約社員（正社員登用あり）****Job Information****Hiring Company**[H2 Group](#)**Subsidiary**

H2 Group 株式会社

Job ID

1545521

Industry

Other (Real Estate, Construction)

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Hokkaido

Salary

Negotiable, based on experience

Refreshed

August 13th, 2025 00:00

General Requirements**Minimum Experience Level**

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description**Job Title:** Director of Real Estate Sales Operations**Location:** Niseko, Hokkaido, Japan**Reports to:** Head of Real Estate

Company Overview: H2 Christie's International Real Estate is a leader in luxury real estate, specializing in high-end properties and investment opportunities in the Niseko region. With a focus on both domestic and international buyers, our

goal is to provide unparalleled service and expertise in the competitive luxury market.

Job Overview: The Director of Real Estate Sales Operations will oversee and optimize the sales operations for H2 Christie's International Real Estate. This leadership role will be responsible for driving top-line revenue, streamlining sales processes, ensuring exceptional service delivery, and driving operational efficiency across the sales team. The Director will also manage the recruitment of new sales staff and the coordination of the administration team to support the entire sales process. The ideal candidate will be proactive, highly organized, and experienced in real estate sales management, with a focus on high-performance international sales environments. The candidate will work extremely closely with the Head of Real Estate and will coordinate closely the various activities described below.

Key Responsibilities:

1. Sales Strategy, Leadership:

- Develop and implement sales strategies that align with the company's overall growth objectives, particularly in international luxury markets.
- Lead, mentor, and coach the sales team to meet and exceed sales targets and revenue goals.
- Collaborate with the sales team to improve client engagement, optimize sales processes, and boost deal closures.

2. Revenue, Costs and Budget Management

- Participate in driving topline revenue growth by overseeing and optimizing the entire sales funnel from lead generation to deal closure.
- Monitor and control costs as required
- Assist in budget preparation and monitor the performance against budget during the Financial Year.

3. Sales Operations Management:

- Oversee the entire sales cycle, from lead generation to post-sale administration, ensuring smooth and efficient transactions.
- Collaborate closely with the administration team to streamline the handoff of documents and ensure compliance with company standards.
- Create and refine internal processes for sales tracking, reporting, and documentation.
- Ensure all sales agents are equipped with the necessary tools, training, and resources.

4. Team Coordination & Training:

- Manage and coordinate the front-end sales team, ensuring alignment with company KPIs and strategic goals.
- Design and implement training programs to elevate the skill sets of the sales agents and boost their performance.
- Work with new hires and existing salespeople to provide continuous learning opportunities and ensure a high standard of knowledge and professionalism.

5. Client & Market Focus:

- As required, act as a client contact or ensure that clients are being managed by the Head of Department or members of the sales team to provide guidance and ensure a seamless client experience.
- Maintain awareness of market trends in Niseko, understanding customer demands and industry developments to adjust sales strategies accordingly.
- Develop and maintain relationships with both domestic and international clients, ensuring the highest level of satisfaction.

6. Performance Management:

- Track and report sales team performance metrics, including sales volume, customer satisfaction, and revenue growth.
- Implement data-driven strategies to improve team productivity and sales outcomes.
- Collaborate with leadership to set and review KPIs, adjusting tactics where necessary to meet business goals.

7. Process Improvement & Compliance:

- Identify areas for process improvement within the sales team and implement solutions to increase efficiency.
- Ensure compliance with all local real estate regulations and understand best practice for real estate transactions on an international basis.
- Collaborate on creating and updating the "How To" documents for the sales process.

8. Talent Acquisition & Recruitment:

- Lead the recruitment, interviewing, and onboarding process for new sales staff, ensuring alignment with the company's culture and performance standards.
- Collaborate with HR and senior leadership to identify talent needs and create strategic hiring plans.
- Develop and implement strategies for attracting top talent in the real estate industry, both domestically and internationally.

9. Administration Team Management:

- Oversee the administration team to ensure seamless coordination between sales and operations.
- Ensure that both the sales and administration teams work collaboratively to streamline deal processes, documentation, and compliance.
- Provide guidance and leadership to the administration team to maintain operational efficiency and support the overall sales cycle.

What we offer / Employee Benefits

- Competitive salary package in line with market and lifestyle.
 - Bonus scheme - outcomes based on personal and business performance.
 - Commuting allowance of 10,000 yen monthly.
 - 10 days Annual leave after 6 months of employment.
 - 5 days sick pay after 3 months' probation period.
 - Employee relocation allowance may be available if moving from another city.
 - Social Insurance: full coverage under Japan's social insurance system.
 - Japanese working visa sponsorship, available to certain candidates.
 - Annual holidays: 115-120 days off per year (in accordance with company calendar), maternity/paternity leave.
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Required Skills

Qualifications:

- Bachelor's degree in Business Administration, Real Estate, or a related field.
 - 8+ years of experience in real estate sales operations or a similar role, with a strong emphasis on luxury real estate and international markets.
 - Proven experience driving top-line revenue and exceeding sales targets.
 - Leadership and team management experience.
 - Strong understanding of real estate sales cycles, transaction processes, and contract management.
 - Exceptional organizational skills with the ability to manage multiple tasks and prioritize effectively.
 - Excellent communication and interpersonal skills, with the ability to build relationships with both clients and team members.
 - Proficiency in CRM software and other sales tracking tools.
 - Knowledge of the Niseko property market and international real estate transactions is highly desirable.
 - Fluency in English is required; Japanese language skills are a plus
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Company Description