



Global Sales & Business Development/グローバル営業・ビジネス開発

Multinational Global Company!

Job Information

Recruiter

[Hire Pundit Japan Corporation](#)

Job ID

1552214

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6 million yen

Refreshed

March 12th, 2026 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Provide **accurate interpretation (Japanese ↔ English)** during business meetings, ensuring smooth communication between the Sales Head and the Indian/Japanese teams.
- **Schedule and coordinate meetings** efficiently, managing calendars and making professional outreach calls.
- **Support business development efforts**, including lead generation, client follow-ups, and nurturing relationships with prospects and existing clients.
- Assist in preparing **presentations, proposals, and meeting notes** in both English and Japanese.
- Conduct **market research** to identify new business opportunities and potential clients in Japan.
- Collaborate with internal teams to ensure **seamless execution of sales strategies**.
- **Respond promptly to inbound inquiries** from Japanese clients.

Required Skills

- **Fluent in Japanese & English** (spoken & written; JLPT N2 or above preferred).
- Prior experience in **client-facing roles**, preferably in **business development, sales support, or inside sales**.

- Strong understanding of **Japanese business etiquette and corporate culture**.
 - Proficiency in **sales tools** (ZoomInfo, LinkedIn Sales Navigator, CRM systems).
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Company Description