



## Operations & Business Development Manager

### Be involved in the core of the company

#### Job Information

**Recruiter**

Cornerstone Recruitment Japan K.K.

**Job ID**

1568797

**Industry**

Retail

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 6 million yen

**Work Hours**

10:00~18:00

**Holidays**

土日祝日休み

**Refreshed**

February 6th, 2026 12:02

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Daily Conversation

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

#### Job Description

**Key Responsibilities**

- Operational Oversight:** Manage day-to-day office and showroom operations, ensuring smooth coordination across sales, logistics, and production.
- Client & Account Management:** Maintain and expand relationships with key domestic and international clients; assist with negotiations and deal closures.
- Strategic Planning:** Collaborate with leadership to implement company objectives, streamline workflows, and identify new business opportunities.
- Exhibitions & Trade Shows:** Organize and manage international exhibitions, including booth setup, client

scheduling, and post-event follow-up.

- **Inventory & Product Management:** Oversee inventory systems, ensure product availability, and maintain data accuracy across platforms.
- **Administrative & Financial Support:** Supervise export documentation, invoicing, and reporting in coordination with accounting and logistics teams.
- **Process Development:** Contribute to building internal systems (CRM, sales tracking, customer service) and support operational improvements.

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## Required Skills

- Fluent in English (native level or equivalent); Japanese proficiency is a strong advantage.
- 3–5 years of experience in business operations, account management, or international trade, ideally in luxury goods or export sectors.
- Highly organized, proactive, and detail-oriented, with strong follow-through.
- Comfortable handling diverse tasks in a small, entrepreneurial team environment.
- Strong interpersonal skills and leadership presence, capable of earning trust and taking ownership.
- Proficient in Google Workspace, CRM tools (e.g., Monday.com), and Excel/Sheets.
- No prior experience in the product category required—curiosity and professionalism are key.

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## Company Description