



## 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