



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

Negotiable, based on experience

Work Hours

10:00 ~ 18:00

Holidays

土日祝日休み

Refreshed

June 26th, 2026 09:00

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