



【成長中のAI企業】 営業オペレーション統括 / Head of Sales Operations

営業 組織 物流 HQを横断し 仕組みで成長を支えるポジション！

Job Information

Recruiter

Advisory Group K.K.

Job ID

1575018

Industry

Hardware

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

9 million yen ~ 12 million yen

Refreshed

April 8th, 2026 01:00

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

Sales Operations Manager

job description

You will be responsible for overseeing all sales operations in the Japanese market at a growing company that is developing a next-generation fleet safety platform utilizing AI. Your role will include not only facilitating sales activities but also overseeing everything from orders to invoicing, logistics, and forecasting, and building a scalable system.

Main business activities

- Contract management - Overseeing overall sales operations including order processing
- Managing shipping schedules and delivery date adjustments
- Inventory allocation and demand forecasting in collaboration with overseas HQ
- Billing and invoice management - Supporting direct sales and agency channels
- Pipeline management and sales forecasting using Salesforce
- Supporting sales strategy planning Competitive analysis
- Creating sales materials · Contract support and onboarding for distributors

Head of Sales Operations

A cross functional leadership role driving scalable sales operations in a fast growing AI company

Job Description

As Head of Sales Operations you will lead end to end sales operations in Japan working closely with Sales Finance Logistics and global HQ.

This role balances hands on execution with strategic process design supporting business growth through operational excellence.

Key Responsibilities

- Oversee contracts order processing and sales operations
- Coordinate shipment schedules and delivery timelines
- Manage inventory allocation and demand forecasting with global HQ
- Handle billing and invoicing for direct and channel sales
- Manage sales pipeline and forecasting using Salesforce
- Support sales strategy competitive analysis and sales materials
- Support channel partner contracts and onboarding

Required Skills

Eligibility

- Practical experience in sales operations or related fields
- Experience in business improvement and operations using IT tools
- High level communication skills in Japanese
- Ability to handle business in English
- Ability to organize and promote things across departments

Welcome skills etc.

- Pipeline management experience using CRM such as Salesforce
- Experience working at a hardware or technology company
- Experience collaborating with overseas bases
- Experience creating systems at a growth-phase company
- Operations-oriented with a strong grasp of both numbers and the field

Requirements

- Extensive experience in sales operations using IT tools
- Native level Japanese communication skills
- Business level English for cross border collaboration
- Strong ability to coordinate across sales finance and logistics
- Proactive mindset to build structure in a growing organization

Preferred Qualifications

- Experience using CRM tools such as Salesforce

- Background in hardware or technology driven companies
 - Experience working with international HQ or global teams
 - Track record of building scalable operational processes
 - Strong analytical and execution oriented mindset
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Company Description