



Account Manager

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Job ID

1581654

Industry

Advertising, PR

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

June 1st, 2026 04:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Manages day-to-day client communications and project execution, supporting integrated media solutions that address branding, performance, and analytics needs.

- Coordinates internal specialists and external partners to deliver media plans, timelines, and reporting accurately and efficiently.
- Builds strong client and team relationships through proactive communication, attention to detail, and a clear understanding of media fundamentals across channels.

Required Skills

3–5 years of client management experience in an advertising or media agency environment.

- Basic knowledge of branding, media planning, and market research.
- Excellent communication skills, both written and verbal
- Proficiency in Excel, PowerPoint, and other business tools
- Collaborative approach to building client relationships and working across teams.
- Eagerness to learn and adapt.

- Japanese: Native Level
- English: Advanced Business Level

Company Description