



## 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 29th, 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

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## Company Description