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
November 2nd, 2026 04:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent Level

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.

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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