Business Development Manager for global law firm

Teir1 global law firm

Job Information

Recruiter
ALBERTO K.K.

Job ID
1594841

Industry
Legal

Company Type
Small/Medium Company (300 employees or less) - International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
8 million yen ~ 12 million yen

Holidays
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Refreshed
November 2nd, 2026 03:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

This role will is marketing and business development manager initiatives across key legal practices, including Dispute Resolution, Intellectual Property, Corporate/M&A, Antitrust, Real Estate, and Energy & Project Finance.

Key responsibilities:

- Assist the Tokyo BD and marketing team and local partners with business plans and initiatives

- Help partners build client relationships, share information, and increase the Firm’s visibility with Japanese and international clients

- Lead client relationship development activities, including seminars, conferences and events

- Manage pitch preparation, proposals, and presentations, collaborating with partners, associates, and trainees

- Work with the Tokyo Senior BD & Marketing Manager and PR agency to enhance media engagement for practice leaders

- Ensure efficient Business Development Infrastructure is in place, including credentials and lawyer CVs, with systems for data capture, analysis, and reporting

Required Skills

- 5+ years of relevant experience in business development/communications, ideally within a global law firm or similar environment

- Native-level Japanese and advanced English

- Prior experience and knowledge of working within Asian markets is preferable

Company Description