Sales & BD Executive

Global Team | 2Days WFH | Flex Time

Job Information

Hiring Company
i-Admin Japan K.K.

Job ID
1605470

Division
Sales and BD

Industry
Other (Consulting and Professional Services)

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
6 million yen ~ 8 million yen

Work Hours
9:30am ~ 6:30pm JST (Flex Time Possible)

Holidays
In accordance with company regulations

Refreshed
November 9th, 2026 06:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

- Business Development and Corporate Sales: Responsible for everything from new business development for small, medium, and large enterprises to proposal creation, market analysis, and sales strategy formulation
- Take on end-to-end responsibilities—from market development to building long-term relationships with clients—and contribute to business growth through your own proposals

- Utilize your English skills in the HR technology and SaaS sectors while enhancing your expertise through collaboration with global teams
- In a results-driven environment that offers autonomy, you'll independently drive sales activities and have the opportunity to participate in a wide range of industry events and business trips

【Job Responsibilities】

- Identify, develop, and qualify new business opportunities across SMB and enterprise markets.
- Build and maintain a healthy sales pipeline through prospecting, networking, referrals, and industry events.
- Develop and maintain strong relationships with key decision-makers, clients, partners, and industry stakeholders.
- Conduct business meetings, product presentations, and solution demonstrations to understand customer needs and propose suitable solutions.
- Develop go-to-market initiatives and support market expansion strategies.
- Monitor market trends, customer needs, and competitor activities to identify new business opportunities.
- Collaborate with marketing, product, and delivery teams to develop winning proposals and ensure successful customer engagement.
- Manage, track, and report business development activities, pipeline status, and sales forecasts using CRM tools.
- Achieve assigned business development KPIs, sales targets, and revenue objectives.
- Perform other business development and sales-related duties as assigned.

【Employment Type】
Permanent employee

【Salary】
6 Million ~ 8 Million Yen (Based on experience and skill level)

【Working Hours】
9:30am ~ 6:30pm JST (Flex Time Possible)

【Work Location】
Japan

【Holidays & Leave】
In accordance with company regulations

【Benefits & Welfare】
In accordance with company regulations

Required Skills

【Qualifications & Experience】

- Bachelor's degree in Business, Marketing, Human Resources, Information Technology, or a related discipline.
- 2–5 years of experience in Business Development, B2B Sales, Account Management, or a client-facing role, preferably within HR technology, SaaS, or enterprise solutions.
- Proven ability to identify, develop, and qualify new business opportunities and build long-term client relationships.
- Strong communication, presentation, negotiation, and stakeholder management skills.
- Experience in consultative selling, solution positioning, and managing the business development lifecycle.
- Self-motivated, proactive, and results-oriented, with the ability to work independently and collaboratively in a fast-paced environment.
- Proficiency in Microsoft Office applications.
- Business-level proficiency in Japanese (JLPT N1/N2 or equivalent) is required.
- Professional working proficiency in English is required to collaborate with regional and global teams.
- Experience working with the Japanese market or Japanese multinational companies (MNCs) is highly preferred.

【Knowledge & Skills Required】

- Strong interest in technology and eagerness to learn HR technology and SaaS solutions.
- Commercial mindset with the ability to identify customer needs and uncover business opportunities.
- Strong analytical and problem-solving skills with the ability to think strategically.
- Self-motivated, proactive, and able to work independently with minimal supervision.
- Highly organized with strong time management and multitasking abilities.
- Adaptable and resilient, with the ability to thrive in a fast-paced and evolving environment.
- Proficient in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Willingness to travel for client meetings, business development activities, and industry events as required.

Company Description