



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

September 7th, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

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