Senior Account Executive / Account Manager

Job Information

Recruiter
Advisory Group K.K.

Job ID
1605967

Industry
Advertising, PR

Company Type
International Company

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
5 million yen ~ 8 million yen

Refreshed
October 30th, 2026 01:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Senior Account Executive / Account Manager – Marketing & Advertising

We are looking for experienced marketing and advertising professionals to join a growing international team in Tokyo.

This position is suitable for candidates at Senior Account Executive to Account Manager level who have experience managing clients, coordinating campaigns, and working across internal and external teams.

You will support well-known domestic and global brands across a range of marketing, advertising, digital, content, media, PR, and integrated communication projects.

Key Responsibilities

- Manage day-to-day communication with clients and build strong, trusted relationships
- Understand client objectives and translate them into clear project briefs and marketing solutions
- Coordinate campaigns from planning through execution and reporting
- Work closely with creative, digital, media, production, PR, and external partner teams
- Manage project timelines, deliverables, budgets, and stakeholder expectations
- Prepare proposals, presentations, reports, and campaign updates
- Identify opportunities to expand existing accounts and provide additional value to clients
- Support or lead client meetings, internal discussions, and project reviews
- Ensure projects are delivered on time, within budget, and to a high standard

Requirements

- Experience within marketing, advertising, media, digital, PR, branding, events, or a related industry
- Previous experience in account management, client services, project management, or campaign management
- Strong communication and relationship-building skills
- Ability to manage multiple projects and stakeholders simultaneously
- Organised, proactive, and comfortable working in a fast-paced environment
- Business-level Japanese and English
- Strong presentation and problem-solving skills
- Currently based in Japan with valid working eligibility

Preferred Experience

- Experience working within an advertising agency, marketing agency, media agency, PR agency, or production company
- Experience managing integrated or digital marketing campaigns
- Experience working with international clients or multicultural teams
- Experience preparing proposals, managing budgets, or supporting new business activity
- Knowledge of social media, digital advertising, content production, media planning, or brand strategy

Ideal Candidate

You are a confident and dependable client-services professional who enjoys building relationships and bringing ideas to life.

You are comfortable balancing client expectations with internal priorities, managing several moving parts, and taking ownership of projects from beginning to end.

You will be well suited to this opportunity if you are looking to develop your career within an international marketing environment and work with a diverse range of brands and campaigns.

What You Can Expect

- Opportunities to work with recognised domestic and international brands
- A collaborative and multicultural working environment
- Exposure to a wide range of marketing and advertising projects
- Career development toward Account Manager, Senior Account Manager, or Account Director level
- Opportunities to take ownership of client relationships and major campaigns
- Competitive salary based on experience

Required Skills

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