

Business Continuity Management

Job Information

Recruiter
JAC International Co., Ltd.

Job ID
1612321

Industry
Insurance

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
6.5 million yen ~ 10 million yen

Refreshed
November 25th, 2026 01:00

General Requirements

Minimum Experience Level
Over 3 years

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

- Assist in strengthening business continuity and crisis preparedness capabilities in partnership with the BCM Manager
- Support the development and improvement of governance frameworks for resilience and crisis response
- Use data, systems, and tools to enhance operational efficiency in BCM activities
- Apply knowledge of business continuity, crisis response, and insurance operations
- Work closely with internal stakeholders, requiring strong communication and coordination skills
- Develop and maintain policies, procedures, and documentation in both Japanese and English
- Plan and execute BCM-related projects, including training, exercises, and administrative support
- Support crisis response activities and contribute to broader operational risk management efforts

Employee Benefits:
In accordance with Japanese labour law

Required Skills

- Demonstrated exposure to the insurance sector, including either life or general insurance operations
- Familiarity with regulatory frameworks and compliance expectations within the financial services industry
- Understanding of business continuity practices, along with hands-on involvement or certification in this area (support for

further certification can be provided)
- Working awareness of incident and crisis response approaches
- Experience contributing to or managing project-based initiatives
- Ability to communicate effectively in Japanese and English at a professional level, including written and verbal interaction as well as comprehension skills

Company Description

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国 (また2011 年には香港・韓国にも拠点を新設予定) でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

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