

RFP Associate Editor

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
Leading Global Asset Management Firm

Job ID
1617212

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 12th, 2026 02:00

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

Role Summary

The Proposal & Content Specialist plays a key role in supporting business development, client engagement, and retention efforts by managing the development and delivery of high-quality proposal and client-facing materials. The role partners closely with relationship managers, business development professionals, and subject matter experts to coordinate responses to information requests and communicate the organization's capabilities effectively and consistently.

This position owns the end-to-end proposal process for assigned projects, working with stakeholders across multiple business functions to develop compelling and accurate content. The role is responsible for adapting global content to local market requirements, creating market-specific materials where needed, and driving quality, efficiency, and consistency across proposal processes.

Key Responsibilities
- Lead the planning, development, and delivery of proposal documents, due diligence materials, questionnaires, presentations, and other client-facing content.

- Partner with business development, client-facing teams, and subject matter experts to understand client requirements and develop tailored, high-quality responses.
- Coordinate cross-functional stakeholders to gather information, manage timelines, and ensure accurate and timely project completion.
- Serve as a central project manager for proposal activities, maintaining visibility over deadlines, dependencies, approvals, and deliverables.
- Develop, edit, localize, and maintain content repositories, ensuring consistency, accuracy, governance, and alignment with approved messaging and business priorities.
- Adapt global content to local market requirements and develop market-specific content where necessary.
- Manage multiple concurrent projects while maintaining high standards of quality, responsiveness, and attention to detail.
- Review and enhance proposal materials to improve clarity, competitiveness, and overall effectiveness.
- Identify opportunities to improve proposal processes, content management practices, and operational efficiency.
- Utilize approved technology, automation, and AI-enabled tools responsibly to improve productivity, consistency, and quality while maintaining appropriate review and governance standards.
- Support complex and strategic business opportunities that require tailored content, cross-functional coordination, and customized deliverables.
- Contribute to team development through knowledge sharing, best-practice documentation, and mentoring of junior colleagues when appropriate.

Employee Benefits:
In accordance with Japanese labour law

Required Skills

Qualifications & Experience

Required
- Bachelor's degree or equivalent qualification.
- Minimum 5 years of relevant experience in proposal management, business development support, content development, bid management, client communications, financial services, professional services, or a related field.
- Proven experience independently managing deadline-driven projects involving multiple stakeholders and competing priorities.
- Native or near-native Japanese writing and editing skills, with the ability to produce clear, accurate, and persuasive business content and adapt complex source materials for local audiences.
- Business-level English proficiency with the ability to collaborate effectively with regional and global stakeholders in meetings, presentations, and written communications.
- Strong understanding of business, financial, or professional services products and the ability to communicate complex concepts clearly to diverse audiences.
- Strong communication, stakeholder management, influencing, and relationship-building skills.
- Excellent project management abilities, including experience managing multiple concurrent projects and deadlines.
- Strong analytical and editorial judgment, with the ability to evaluate content and data for accuracy, consistency, relevance, and completeness.
- Ability to work independently, take ownership of key initiatives, and drive projects through to successful completion.
- Experience mentoring, guiding, or sharing expertise with colleagues in a collaborative team environment.
- Understanding of business technology, content management tools, and the responsible use of AI and automation solutions to improve quality and efficiency while maintaining appropriate governance and controls.

Preferred
- Experience developing proposals, business presentations, questionnaires, tender responses, due diligence materials, or other client-facing content.
- Experience managing content repositories, knowledge management platforms, or content governance processes.
- Background in translation, localization, technical writing, business writing, or content development involving complex subject matter.
- Experience contributing to process improvement initiatives, operational efficiency programs, or content management best practices.
- Familiarity with AI-enabled tools, workflow automation, and digital transformation initiatives in a professional environment.
- Experience working in a global or multinational organization and collaborating across cultures and time zones.

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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We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment

company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC's unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment. Co., Ltd.