Chief of Staff, Japan

Turn Japan strategy into action

Job Information

Recruiter
Cornerstone Recruitment Japan K.K.

Job ID
1623233

Industry
Other (Infrastructure)

Job Type
Permanent Full-time

Location
Tokyo - Other Areas

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 10 years

Career Level
Executive

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

Location Tokyo, Japan

Job Type Permanent full-time

Work Style On-site

Experience 10+ years

Japanese Business fluency

English Business fluency

Partner with the Japan CEO of a global Earth observation company to turn business priorities into action. You'll run leadership planning and reporting, connect the Japan team with international headquarters, and lead projects across

commercial operations, delivery, and government affairs.

Responsibilities

- Shape the annual business plan and objectives with Japan leadership. Run leadership meetings, quarterly business reviews, and reporting for headquarters and the board.
- Prepare briefings, presentations, and talking points for executive, government, and customer engagements. Represent Japan leadership on selected matters.
- Align local commercial and technical teams with global product, engineering, finance, legal, and communications teams.
- Lead partnership launches, government tenders, and market-entry projects. Support relationships with government, industry, and other external stakeholders.
- Oversee office operations, budgets, vendors, and contracts. Support hiring, onboarding, and team development.

Work Conditions

- Employment is subject to applicable security screening.

Apply through CareerCross.

Required Skills

Required Qualifications

- At least 10 years in strategy consulting, business operations, a chief of staff role, investment banking, or a comparable setting.
- Business fluency in written and spoken Japanese and English, including in executive settings.
- Experience working with senior executives and exercising sound judgment about priorities and confidentiality.
- Ability to structure complex problems, manage projects, and produce clear executive communications across a Japanese business and an international headquarters.
- Ability to move work forward when priorities shift or information is incomplete.

Preferred Qualifications

- Experience in aerospace, defense, geospatial or Earth observation work, insurance or reinsurance, or government relations.
- Experience in a growing company, startup, or Japan subsidiary of a multinational.
- Familiarity with Japanese public procurement or disaster management.
- MBA or equivalent advanced degree.

Company Description

Confidential client