

PR/124187 | Japan Desk Manager

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1623451

Industry
Civil Engineering and Construction

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Key Responsibilities:

1. Existing Tenant Relations
    - Build and maintain strong relationships with existing Japanese tenants through regular visits and meetings.
    - Handle tenant inquiries, complaints, and concerns, ensuring timely and effective resolution.
    - Organize and manage regular monthly meetings to maintain tenant satisfaction.
2. New Business Development & Sales
    - Handle inquiries from prospective Japanese customers, from initial introduction, business presentation, negotiation, and deal closing to after-sales service.
    - Identify potential business opportunities and support the acquisition of new Japanese tenants.

3. Stakeholder & Business Partner Relations
    - Establish and maintain relationships with Japanese business associations, government entities, Japanese communities, and other relevant organizations.
    - Maintain good relationships with property consultants, agents, and other business partners.
4. Other Responsibilities
    - Plan, organize, and monitor events, business meetings, and seminars.
    - Collaborate with the Marketing Communication team in preparing promotional materials and presentations to support business development.
    - Act as a cultural liaison to bridge communication gaps and foster mutual understanding between the company and Japanese clients/stakeholders.
    - Maintain and update the database of Japanese tenants and key contacts.

Candidate Requirements:

- Japanese native currently residing and working in Indonesia, with a good understanding of Indonesian culture, or Indonesian-origin candidates who have lived in Japan.
- Bachelor's degree in any major.
- Minimum 5 years of experience in Japan Desk, Japanese Relations, Sales, Tenant Relations, Customer Relations, or similar positions.
- Preferably has a background in Sales and Customer Service, particularly in the property or industrial estate industry.
- Fluent in Japanese and English. Proficiency in Bahasa Indonesia would be a strong advantage.
- Good understanding of Japanese business etiquette and culture.
- Strong interpersonal, communication, negotiation, and relationship management skills.
- Quick learner with the ability to adapt to a new environment.
- High level of integrity, professionalism, and confidentiality.
- Willing to be placed in Karawang, West Java, and travel for business purposes.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description