Assistant Business Development Manager | Building Engineering

Bilingual Japanese-English Position

Job Information

Hiring Company
Commtech Asia Japan K.K.

Job ID
1623660

Division
Business Development

Industry
Other (Real Estate, Construction)

Company Type
Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio
About half Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Work Hours
In accordance with company regulations

Holidays
In accordance with company regulations

Refreshed
November 24th, 2026 16:31

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
Technical/Vocational College

Visa Status
Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

<Job Description & Position Highlights>

- Responsible for all aspects of business development, including deepening relationships with existing customers, developing new markets, and formulating sales strategies
- Ability to drive business growth and revenue expansion by collaborating with domestic and international stakeholders to generate new business opportunities
- Opportunity to play a broad role in the global construction and engineering industry by leveraging your English proficiency and sales experience
- An environment where you can collaborate with overseas teams and drive business forward with autonomy while working closely with senior management

JOB SUMMARY
We are seeking a proactive and commercially minded Assistant Business Development Manager to support the Business Development Manager in executing business development activities and growing Commtech Asia's presence in Japan. Based in our Tokyo office, the incumbent will assist with market research, prospect development, client coordination, proposal preparation, opportunity tracking and sales reporting.

Working under the direction of the Business Development Manager, the role will coordinate closely with the Country Manager, regional Business Development team, technical leaders, project teams and marketing colleagues. The incumbent will gradually take ownership of assigned accounts and opportunities as experience and capability develop. Regular client meetings and occasional travel within Japan may be required.

< JOB DUTIES & RESPONSIBILITIES >

Market Development and Opportunity Management

- Support market research to identify prospective clients, sectors, projects, partners and competitors relevant to the Company's commissioning and related technical services.
- Assist the Business Development Manager in building and maintaining a structured pipeline of qualified opportunities, including expected scope, value, probability, decision timeline and next actions.
- Support the implementation of business development plans, account plans and market initiatives under the guidance of the Business Development Manager.
- Monitor industry developments, construction and data centre activity, procurement trends and client requirements, and prepare concise market updates for the Business Development Manager.
- Maintain accurate and timely opportunity information in the Company's customer relationship management system and related trackers.

Client and Stakeholder Engagement

- Support the Business Development Manager in identifying prospective clients and developing relationships with existing and potential clients, including developers, operators, consultants, contractors and project stakeholders.
- Arrange and participate in client meetings/tender interview, presentations, networking activities, conferences and industry events, with appropriate guidance from the Business Development Manager.
- Prepare meeting briefs, presentation materials and follow-up actions, and ensure commitments are tracked to completion.
- Coordinate with the Business Development Manager, technical teams and project teams to prepare accurate capability presentations and client-focused solutions.
- Support assigned account-development and client-retention activities, maintain regular follow-up and highlight potential repeat or expanded service opportunities to the Business Development Manager.

Proposals, Tenders and Commercial Coordination

- Coordinate expressions of interest, prequalification submissions, proposals and tender responses, ensuring completeness, quality and on-time submission.
- Gather technical, commercial and corporate information from internal stakeholders and consolidate it into client-ready documents.
- Assist with scope clarification, fee development, commercial review and internal approval, under the direction of the Business Development Manager and in accordance with the ・Company's delegated authority and bid procedures.
- Maintain proposal templates, case studies, capability statements, reference materials and tender records for Japan.
- Support contract handover to project teams and ensure that agreed scope, assumptions, exclusions and client commitments are clearly communicated.

Sales Reporting and Cross-functional Support

- Assist to prepare regular pipeline, forecast, activity and conversion reports for review by the Business Development Manager.
- Track assigned business development activities and targets, and provide timely updates to the Business Development Manager on progress, risks, stalled opportunities and required actions.
- Support on Marketing campaigns, events, client communications, Japanese-language collateral and market-facing content.
- Undertake other business development duties and projects reasonably assigned by the Company.

■Reporting To：
Business Development Manager, Japan

■COMPANY PROFILE：
From our early beginnings to our market-leading position today, Commtech Asia has grown through the strength, passion and dedication of our people. We are committed to attracting, developing and retaining the finest talent in the industry.
We offer a dynamic and diverse working environment, exposure to cutting-edge projects and meaningful opportunities for professional development and career advancement.

【Employment Type】
Permanent employee

【Salary】
Based on experience and skill level

【Working Hours】
In accordance with company regulations

【Work Location】
Japan, Tokyo

【Holidays & Leave】
In accordance with company regulations

【Benefits & Welfare】
In accordance with company regulations

Required Skills

【REQUIREMENTS AND SKILLS】

Experience

- A minimum of 3 to 5 years of relevant experience in business development, sales support, account coordination, proposals or a client-facing commercial role.
- Practical experience supporting opportunity pipelines, client presentations, proposals or tender submissions.
- Experience working with Japanese and international clients in an engineering, construction, technology or professional services environment will be an advantage.

Knowledge

- Bachelor's degree in Business / Engineering / Construction Management or a related discipline.
- Good understanding of business development, consultative selling, account management and proposal coordination.
- Knowledge of the construction, engineering, data centre, mission-critical or professional services sectors in Japan will be an advantage.
- Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint; experience with customer relationship management systems is preferred.
- Languages: Native or business-level Japanese and strong business English, both written and spoken, are required.

Competencies

- Good relationship-building, communication and presentation skills, with the potential to manage client interactions independently over time.
- Developing commercial awareness with the ability to understand client needs, gather relevant information and coordinate practical responses.
- Effective planning, prioritisation and follow-through across multiple opportunities and deadlines.
- High-quality written communication and attention to detail in proposals, reports and client materials.
- Ability to collaborate across technical and corporate functions in a multicultural environment.

Personal Attributes

- Proactive, self-motivated and willing to learn from the Business Development Manager and technical colleagues.
- Professional, responsive and client-focused.
- Curious and willing to develop technical and market knowledge.
- Resilient, adaptable and comfortable working in a developing market environment.

Company Description