



## Operations & Business Development Manager

### Be involved in the core of the company

#### 募集職種

##### 人材紹介会社

Cornerstone Recruitment Japan 株式会社

##### 求人ID

1568797

##### 業種

小売

##### 雇用形態

派遣

##### 勤務地

東京都 23区

##### 給与

400万円 ~ 600万円

##### 勤務時間

10:00~18:00

##### 休日・休暇

土日祝日休み

##### 更新日

2026年02月06日 12:02

#### 応募必要条件

##### 職務経験

3年以上

##### キャリアレベル

中途経験者レベル

##### 英語レベル

ビジネス会話レベル

##### 日本語レベル

日常会話レベル

##### 最終学歴

短大卒：準学士号

##### 現在のビザ

日本での就労許可が必要です

#### 募集要項

#### Key Responsibilities

- Operational Oversight:** Manage day-to-day office and showroom operations, ensuring smooth coordination across sales, logistics, and production.
- Client & Account Management:** Maintain and expand relationships with key domestic and international clients; assist with negotiations and deal closures.
- Strategic Planning:** Collaborate with leadership to implement company objectives, streamline workflows, and identify new business opportunities.
- Exhibitions & Trade Shows:** Organize and manage international exhibitions, including booth setup, client

scheduling, and post-event follow-up.

- **Inventory & Product Management:** Oversee inventory systems, ensure product availability, and maintain data accuracy across platforms.
- **Administrative & Financial Support:** Supervise export documentation, invoicing, and reporting in coordination with accounting and logistics teams.
- **Process Development:** Contribute to building internal systems (CRM, sales tracking, customer service) and support operational improvements.

## スキル・資格

- Fluent in English (native level or equivalent); Japanese proficiency is a strong advantage.
- 3–5 years of experience in business operations, account management, or international trade, ideally in luxury goods or export sectors.
- Highly organized, proactive, and detail-oriented, with strong follow-through.
- Comfortable handling diverse tasks in a small, entrepreneurial team environment.
- Strong interpersonal skills and leadership presence, capable of earning trust and taking ownership.
- Proficient in Google Workspace, CRM tools (e.g., Monday.com), and Excel/Sheets.
- No prior experience in the product category required—curiosity and professionalism are key.

## 会社説明