Chief of Staff, Japan

Turn Japan strategy into action

募集職種

人材紹介会社
Cornerstone Recruitment Japan 株式会社

求人ID
1623233

業種
その他（インフラ）

雇用形態
正社員

勤務地
その他東京

給与
経験考慮の上、応相談

更新日
2026年11月16日 15:55

応募必要条件

職務経験
10年以上

キャリアレベル
エグゼクティブ・経営幹部レベル

英語レベル
ビジネス会話レベル

日本語レベル
ビジネス会話レベル

最終学歴
高等学校卒

現在のビザ
日本での就労許可が必要です

募集要項

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.

スキル・資格

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.

会社説明

Confidential client