



Assistant Director of Sales - Fukuoka, Japan

Job Information

Hiring Company

[CIC Japan G.K.](#)

Job ID

1490840

Industry

Think Tank, Research Institute

Job Type

Permanent Full-time

Location

Fukuoka Prefecture

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2024 00:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Are you an experienced sales executive with expertise in building meaningful client relationships, managing sales teams, and a customer-oriented approach to selling quality products? If so, we invite you to consider our opening for a Director of Sales. In this role, you will be instrumental in growing and supporting our innovation community, contributing significantly to the success of our CIC Fukuoka Sales and Relationship Management Team.

ABOUT CIC & CIC FUKUOKA

CIC builds and operates a global network of innovation campuses where startups, scale-ups, corporations and public entities connect, work, and grow. Founded in 1999, CIC manages more than 111,000 square meters of innovation-focused workspace, laboratories, and event space across North America, Europe and Asia. Additionally, CIC develops innovation-related programming, builds and enables industry clusters, and provides world-class innovation consulting.

CIC Fukuoka will combine workspace and high-impact programming to become a physical center of gravity for the innovation community and help to connect the region to the global innovation ecosystem. The strategic expansion will mark CIC's second innovation campus in Japan and tenth global location. CIC Fukuoka will occupy the 7th floor (approx. 3,500 m²) of the Shin-Fukuoka Building, and will have approximately 140 private offices and a coworking space with approximately 40 seats, as well as conference rooms, a kitchen/cafe space, a game room and other amenities that can be shared by tenants.

YOUR DAY-TO-DAY WORK

As the leading figure of the CIC Sales & Relationship Management Team, you will engage with prospective clients to establish CIC as their business launchpad and oversee the team's performance and sales strategies. Your role includes providing strategic sales direction, supporting General Manager, and forging external partnerships while representing CIC in Fukuoka's innovation community. You will also be instrumental in developing and implementing new initiatives in marketing, sales, client support, and business expansion. Reporting to the General Manager of CIC Fukuoka, your contributions will be crucial to our growth and presence in the region.

Potential responsibilities will include:

- Leading the Sales and Relationship Management team, focusing on general management, sales, client management, training, and team growth. You'll be responsible for sales system management, revenue tracking, and optimizing processes.
- Collaborating closely with your GM and CIC Tokyo counterparts, you'll drive new sales programs and initiatives in marketing, client support, and business development. This includes working both independently and in support of the GM, spearheading new strategies for lead generation such as broker engagement, marketing campaigns, and networking.
- Serving as the primary contact for high-profile clients and partners, managing their needs, leading broker outreach, and maintaining beneficial relationships to drive significant leads. You'll also act as a representative of CIC at various events, tours, and speaking opportunities, often on behalf of the GM.
- Analyzing market trends and forecasting long-term business development opportunities. Reporting on strategic initiatives and market intelligence to centralized management.
- Forecasting monthly and quarterly sales performance in your location. Reporting on activities and forecasts to centralized management
- Working in tandem with the Community Leader and other teams to strengthen the sales pipeline, ensure team cohesion, and effectively voice the CIC mission to external partners. Your role involves addressing client inquiries, conducting tours, and managing a portfolio of clients to cater to their evolving needs.
- As a key figure in establishing external community relationships, you'll collaborate with the Venture Café Fukuoka team to ensure community engagement and represent CIC Fukuoka globally, sharing local insights with the global team.
- Employing innovative strategies to generate leads and actively build a network of clients, partners, and industry contacts for potential partnerships and market intelligence. You'll also play a pivotal role in the development and execution of initiatives related to sales, client support, and business growth.

Required Skills

ABOUT YOU

You are a skilled professional, ideal for representing CIC to prospective companies and providing high-level support to existing clients, while effectively managing team members. With strong written and verbal communication, organizational abilities, and expertise in time and team management, you are articulate, ethical, and dedicated to mission-based work, viewing your role as a key contribution to larger goals.

In this role, your leadership will be balanced with a strong emphasis on sales skills. You possess the ability to drive sales initiatives, excel at building and maintaining positive client relationships, and have a proven track record in business development, especially in the real estate or shared office sectors. Your approach combines strategic decision-making with a hands-on approach to sales, guiding your team through dynamic environments. You are known for your ability to inspire trust, convert prospects into clients, and lead with a blend of sales expertise and approachable leadership, ensuring both team success and client satisfaction.

YOU HAVE

- At least 5+ years of professional experience in sales or relationship management.
- Either a bachelor's degree or an equivalent level of experience is required at a minimum.
- Native fluency in Japanese and strong English proficiency.
- Ability to legally work in Japan. CIC is unable to sponsor visas for this role at this time.

OUR OFFER

- Competitive salary, adjusted to match your experience.
- Permanent contract.
- Commuting / transportation allowance.
- Massage session once a month.
- Allocated budget for training (customized to specific requirements of the role and organization's objectives).

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Please submit your application in English. Thank you!

CIC welcomes all candidates regardless of race, color, ancestry, gender identity or expression, religion, national origin, sexual orientation, age, citizenship, marital status or disability. We are proud to be an equal opportunity employer.

Company Description