



Sales & Relationship Manager - Fukuoka, JP

Job Information

Hiring Company

[CIC Japan G.K.](#)

Job ID

1501353

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Fukuoka Prefecture

Salary

Negotiable, based on experience

Refreshed

March 27th, 2025 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

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, set to open on the 7th floor of the Shin Fukuoka Building, will encompass approximately 3,500 m2, featuring around 140 private offices, a co-working space with 40 seats, and shared conference rooms. Similar to CIC Tokyo, our first Asian site which launched in October 2020 in the Minato-ku business district, CIC Fukuoka is poised to become another leading innovation hub in Japan. It will also include amenities like conference rooms, kitchen/café space, game room and others, aiming to replicate CIC Tokyo's success and reputation as a prestigious center for startups and innovation, known for hosting VIPs and fostering new businesses.

YOUR DAY-TO-DAY WORK

You will be working alongside the leadership team in Fukuoka selling a product and service that has a great reputation. You will help build a positive name and awareness of CIC in Fukuoka to develop leads, attract new clients, and maintain a strong relationship supporting them once they are clients operating within the space. You will also be responsible for developing relationships to integrate CIC Fukuoka into the local community.

In addition to the above, you will:

- Think creatively about how we can attract leads. Support efforts (marketing campaigns, direct outreach, networking) to develop and bring in potential clients.
- Work with prospective clients to determine if CIC is the right place for them to start or grow their business.
- Be a resource for building external relationships within the community.
- Lead tours for prospective clients and informational groups, such as students or visiting delegations.
- Help drive the creation and implementation of new programs and initiatives around new sales, client support, and overall business development and expansion. For example, if you have marketing experience, there may be opportunities to work on our website, support our online social media efforts, or reach out to the local community.
- Manage a client portfolio and provide oversight to assist our clients in getting the most out of their experience at CIC. For example, as a client's business evolves, so does their need for office space, and you will be responsible for helping them find the right solution.

Required Skills

ABOUT YOU

You are a professional with a complementary set of skills and style to represent CIC to prospective companies and support current clients at the highest levels of service. You are an articulate and ethical individual who has strong written and verbal communication, organizational skills, and time management skills.

More specifically, as our ideal candidate, you are:

- Committed to work you consider mission based. You see your work as an opportunity to make a powerful contribution to a larger effort.
- Able to own and manage your multiple tasks and get the details right.
- Capable of fostering and maintaining positive working relationships with potential clients, clients, colleagues, building management, and vendors. You are a true team player.
- Comfortable working with everyone, treating everyone as an equal.
- Demonstrably successful in the work you have performed so far, and you have learned difficult lessons that only challenging times or failure can teach.
- Able to work independently and communicate effectively with team members and clients alike.
- Able to make decisions confidently with the best information available to you.
- Personable, happy to help others, and naturally drawn to a very busy, ever-evolving environment.
- Naturally curious person who wants to learn more and is not afraid to ask questions if in doubt.

YOU HAVE

- Bachelor's degree or equivalent experience.
- At least 3 - 5 years of professional experience in sales or relationship management.
- The ability to legally work in Japan. CIC is unable to sponsor visas for this role at this time.
- Fluency in Japanese and strong English proficiency.

If you don't meet all the requirements or qualifications but bring some other unique skills and experience that would be valuable in this role, please apply and highlight those attributes for us in your cover letter.

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).

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