



Deputy General Manager - Japan BD & AMT

Job Information

Hiring Company

[VFS Services Japan LLC.](#)

Job ID

1521838

Industry

Other (Hospitality)

Company Type

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

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Train Description

Hibiya Line, Tsukiji Station

Salary

7 million yen ~ Negotiable, based on experience

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General Requirements

Minimum Experience Level

Over 10 years

Career Level

Executive

Minimum English Level

Fluent (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The DGM - Japan BD & AMT will be responsible for identifying and developing business opportunities, providing strategic direction, and ensuring departmental alignment with the company's overall goals. Additionally, this role will define and work towards achieving yearly targets, while managing key relationships with government officials, the Ministry of Foreign Affairs (MOFA), and tourism departments globally, with a focus on Japan.

Development, Strategy & Planning

- Prepare the annual Business Development Plan (proposed way forward) in alignment with regional/company plans.

- Ensure achievement of annual new client acquisition targets and objectives defined for the country/region.
- Analyse business needs to identify new opportunities beyond the current core businesses.
- Develop new business relationships and negotiate new income sources/contracts, including Value-Added Services (VAS).
- Strategize with regards to alliances/partners to increase the company's footprint across the country/region.
- Identify alliances/partners based on available opportunities.
- Identify various tenders/bid opportunities and present them as a business proposition to the Regional Head through a business case.
- Develop complete knowledge of the business universe (Market Share/Potential) and strategize how to approach and exploit the market to achieve business goals.
- Ensure continuous and sustained business development efforts that help in enhancing the company profile and brand image.

Client & Stakeholder Relations

- Establish and maintain contacts with various Missions within the region, as well as at the Ministry of Foreign Affairs (MOFA).
- Liaise with and act as the SPOC for Japan MOFA, serving as the Client Relationship Manager/Key Accounts Manager.
- Present VFS Global to potential clients (Diplomatic Missions) through direct communication such as face-to-face meetings, phone calls, and emails.
- Manage business delegates and showcase VFS Global's potential/strengths.
- Ensure submission of business proposals for all regions, along with monthly/quarterly/yearly reports to the Ministry of Foreign Affairs.
- Undertake responsibility for new business setups and ensure the effective rollout of new business initiatives and products.
- Ensure compliance with the company's information security policies and procedures applicable to the role.

Market Intelligence, Tender Management & Compliance

- Possess a thorough understanding of VFS Global's service offerings and capabilities.
- Understand customer requirements and map them to existing offerings of the organization.
- Drive bid/tender documentation with other department stakeholders.
- Prepare and submit business proposals, ensuring timely submission of all required reports.
- Market intelligence activities – continuously scout for new opportunities, competition information, and new initiatives to propose to clients.
- Protect business ideas, designs, technologies, processes, and products innovated by VFS Global through patents and copyrights, and prepare copyright notes for attorneys.

Environment, Social & Governance:

- Promote judicious use of natural resources.
- Adhere to the organisation's environment, health, and safety policies, objectives, and guidelines

Anti Bribery Management Systems (ABMS)

- Follow the ABMS roles and responsibilities details as prescribed on the ABMS manual.
- a. Understanding of ethical standards and the importance of integrity in business practices.
 - b. Ability to identify and evaluate risks related to bribery in various business contexts. For more detailed explanation, follow the ABMS manual.

Required Skills

Minimum 10 – 15 years of relevant work experience

Experience in business development, project management and Operations.

Preferred experience in large bids/tender's responses with presentation skills.

Company Description