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Business Development and Marketing Advisor

BD and Marketing Advisor

Job Information

Recruiter
[Michael Page](#)
Job ID

1523769

Industry

Legal

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 7.5 million yen

Refreshed

February 26th, 2025 11:35

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

This role, reporting to the M&BD Senior Manager, involves supporting the business development and marketing functions across local, regional, and global teams. Key responsibilities include managing business proposals, coordinating events/webinars, overseeing directory and award submissions, and assisting with client development initiatives.

Client Details

Our client is a leading global law firm with a strong presence in major cities worldwide, including a well-established office in Japan. They offer a wide range of legal services across various industries and have been recognized for their excellence, including awards for their work in intellectual property law. The Tokyo office, which has been operating for several decades, is home to a diverse team of multilingual and multicultural lawyers, providing clients with high-quality, tailored legal solutions for complex matters.

Description

- Working closely with the M&BD Senior Manager and the partners to manage all aspects of the proposal process including drafting credentials statements, proposals, and presentations, in English.
- Coordinating a broad range of events/webinars including panel and speaking engagements, substantive seminars and conferences, social events and receptions.
- Coordinating submissions and interviews for various legal directories, league tables, awards, and other surveys.
- Assisting the M&BD Senior Manager in running the regional client development program.
- Maintaining a full suite of marketing collateral, including office and practice profiles, lawyers' profiles, and PowerPoint presentations.

Job Offer

- Competitive compensation package.
- The chance to work on developing the business of a global law firm at an international scale with global teams.
- Thrive in an international working environment while using both your English and Japanese language skills.
- An emphasis on work life balance (possibility to work 2 times from home every week).

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Jamel Akalay on +81 3 6832 8935.

Required Skills

- 3 to 5 years in business development/marketing, preferably in professional services, with strong communication and organizational abilities (special attention to applicants from the legal industry).
 - Excellent proofreading skills, able to prioritize and manage multiple projects under tight deadlines.
 - Skilled in Microsoft Office, quick to learn new IT systems, with proven discretion in handling sensitive information.
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Company Description

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