

MichaelPage

www.michaelpage.co.jp

## Business Development and Marketing Advisor

## BD and Marketing Advisor

## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1523769

## 業種

法律事務所

## 会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

600万円 ~ 750万円

## 更新日

2025年02月26日 11:35

## 応募必要条件

## 職務経験

1年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ネイティブ

## 最終学歴

大学卒：学士号

## 現在のビザ

日本での就労許可が必要です

## 募集要項

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.

---

**スキル・資格**

- 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.
- 

**会社説明**

My 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.