



## School Admissions Officer

English workplace in beautiful location

### Job Information

#### Hiring Company

[Harrow International School Appi](#)

#### Subsidiary

Harrow International School Appi, Japan

#### Job ID

1487208

#### Industry

Education

#### Company Type

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

#### Non-Japanese Ratio

Majority Non-Japanese

#### Job Type

Permanent Full-time

#### Location

Iwate Prefecture, Hachimantai-shi

#### Salary

3.5 million yen ~ 4.5 million yen

#### Salary Bonuses

Bonuses paid on top of indicated salary.

#### Work Hours

40 hours per week

#### Holidays

40 days per year (all leave including national holidays)

#### Refreshed

July 25th, 2024 16:28

### General Requirements

#### Minimum Experience Level

Over 1 year

#### Career Level

Entry Level

#### Minimum English Level

Fluent (Amount Used: English usage about 75%)

#### Minimum Japanese Level

Business Level

#### Other Language

Chinese (Mandarin) - Daily Conversation

Chinese language would be useful but not a requirement.

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

**Job Description**

The Harrow Appi admissions team works first and foremost to attract best-fit students to our school.

Parents and Guardians who chose to send their children to our school place a huge amount of trust in the school to educate and take care of their child. It is the job of an Admissions Officer to ensure the parent is fully informed about the school before enrolling their child so they can be confident in their decision. It is also their duty to ensure parents and guardians receive the highest quality of care from the day they enquire about the school, to the day their child enrolls, and then subsequently graduates.

Harrow Appi is fast becoming one of the world's most unique and exciting schools. This position provides the opportunity to be part of building a world-class school from the ground up. We are proud to be giving children the opportunity of a lifetime; to allow them to spend their secondary education surrounded by the beauty of Appikogen and to set them up for a promising future.

Specifically, successful applicants can expect to be carrying out the following duties regularly:

- Answering incoming phone calls from prospective parents.
- Outbound calling prospective parents who have left us their information.
- Consulting parents in-person or via email, phone, Zoom etc.
- Conducting campus tours.
- Joining education fairs and expos to promote the school.
- Daily use of CRM (HubSpot), application management (OpenApply), and Student Management (ISAMS) software.

**Benefits**

- Free annual ski lift pass
- Free rental of ski/snowboard equipment
- Use of the resort onsen (hot spring)
- Subsidised accommodation provided
- School meals during term time
- Use of school facilities e.g., pool, gym etc
- Morioka-Tokyo shinkansen (bullet train) tickets

**Required Skills****Working Style**

A successful admissions officer is one who is able to work flexibly and take control of their own schedule to account for the irregular hours a full-boarding school requires. Work on Saturdays and sometimes Sundays is not uncommon, and working late evenings to join online recruitment events is commonplace. Travel to Tokyo, or abroad for recruitment should also be expected. Japan public holidays are not observed.

This extra time worked is returned in the form of substitute holidays, flexitime, or overtime pay.

**Working Location**

Admissions officers should live within reasonable commuting distance (maximum 1.5 hours) of the school and should expect to be in school five days per week. Remote work when needed is acceptable, but the expectation is that you will be at school when working.

**Preferred Experience**

Any form of recruitment or sales experience is highly valued, with experience in recruitment for schools not necessarily being valued higher than other recruitment or sales experience. Candidates with experience in managing any kind of customer communication at high volume, with strong phone and email communication ability are viewed very positively.

Candidates with educational history in a British system (GCSE or A-level), or boarding schools are also viewed very positively.

**Preferred Skills**

CRM (HubSpot) familiarity, Microsoft 365 familiarity, technical capability and problem solving, basic computer skills, Excel, PowerPoint.

**Required Skills**

Strong public speaking ability, time management skills, ability to take initiative.

**Required Language Profile**

Both of the following profiles are equally valued.

- A native English speaker with strong Japanese skills (can take a phone call in Japanese from a prospective parent)
- A native Japanese speaker with strong English skills (can take a phone call in English from a prospective parent)

English will be used at work around 90% of the time

---

**Company Description**