



Staff Wellbeing & Support Assistant

Work in a diverse international school

Job Information

Hiring Company

[Harrow International School Appi](#)

Subsidiary

Harrow International School Appi, Japan

Job ID

1496924

Division

Human Resources

Industry

Education

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Iwate Prefecture, Hachimantai-shi

Salary

4 million yen ~ 4.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

8:00-17:00 Monday to Friday

Holidays

Weekends plus 40 days per year (including national holidays)

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October 4th, 2024 11:56

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Other Language

Chinese (Mandarin) - Daily Conversation

Chinese would be helpful but is not a requirement

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Duties and Responsibilities

- Assist staff with lifestyle related activities.
- Provide translation for non-Japanese speaking staff. •
- Help staff make appointments for (but not limited to):
 - Medical & dental check ups
 - Vehicle registration and regular checks
 - Driving license conversion
 - Driving lessons
 - City hall visits to get necessary documents.
- Drive and/or accompany staff to appointments where necessary.
- Create guides to help staff with living matters, e.g. buying guides for shinkansen tickets, how to use Japanese domestic appliances etc.
- Helping with items staff receive through the post.
- Support staff with pets, for example with registration and veterinary appointments.
- Helping staff who have children in local Japanese elementary schools, proving language support for meetings etc.
- Assisting with setting up online shopping accounts e.g. Co-op food delivery, IKEA etc.
- Assist with applications for documents such as My Number cards, credit cards, motor and bicycle insurance etc.
- Assisting with applications for government benefits for families
- Providing up to date information about festivals and events in Tohoku that might be of interest to staff.
- Remote assistance within Japan.
- Help with the arrival and orientation of new staff. • Helping with closing accounts when staff leave Japan

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
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Required Skills

- Customer oriented attitude.
 - Excellent communication skills.
 - Self-motivated with a willingness to take initiative and solve complex problems.
 - Capability to negotiate with and influence others.
 - Excellent time management and organizational skills.
 - Valid driver's licence for Japan
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Company Description