



School Administrative Staff

小中高一貫インターナショナルスクールで英語スキルを生かせる学校事務の仕事です。

Job Information

Hiring Company

Musashi International School Tokyo

Job ID

1503277

Division

Business Administration Office

Industry

Education

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

(Almost) All Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - Other Areas

Salary

3 million yen ~ Negotiable, based on experience

Holidays

土・日・祝日・年末年始その他

Refreshed

January 3rd, 2025 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 75%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Musashi International School Tokyo is an Cambridge-accredited school located in Mitaka, Tokyo. MIST offers K-12 education to 190 students in a caring and safe environment. We are seeking a highly organized and detail-oriented individual to join our school administrative team.

About the Position:

This role reports to the Business Manager and involves a wide range of responsibilities, including reception, inquiry handling, purchasing, event coordination, billing, and potentially school bus coordination. The ideal candidate will be fluent in both Japanese and English, proficient in Microsoft Office, and possess at least three years of general office administrative experience.

Key Responsibilities:

- **Reception:** Greet visitors, answer phone calls, and provide information to parents, students, and staff. Relay to homeroom teachers about absence or late arrival of students.
 - **Inquiry Handling:** Respond to inquiries from parents, students, and staff in a timely and professional manner. Inquiries also include questions from prospective parents.
 - **Purchasing:** Purchase school supplies, office supplies, and other necessary items.
 - **School Activity Coordination:** Collaborate with external companies and organizations to arrange school events, including facility bookings, for events such as field trips, camps and concerts.
 - **Billing:** Process invoices and handle billing-related tasks.
 - **School Bus Coordination:** Assist with the coordination of school bus transportation, as needed.
 - **Translation and Interpretation:** Provide translation and interpretation services during parent conferences and other meetings, as required.
 - **General Administrative Tasks:** Perform various administrative tasks, such as filing, photocopying, and data entry.
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Required Skills**Qualifications:**

- **Language Proficiency:** Fluent in Japanese (native level) and English (both spoken and written).
 - **Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
 - **Experience:** At least three years of experience in general office administrative work.
 - **Interpersonal Skills:** Strong interpersonal and communication skills.
 - **Organizational Skills:** Excellent organizational and time management skills.
 - **Attention to Detail:** Meticulous attention to detail.
 - **Problem-Solving Skills:** Ability to solve problems independently and creatively.
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Company Description