



Sales Manager & Admissions Director | 帰国子女アカデミー

Job Information

Hiring Company

[KA INTERNATIONAL Inc.](#)

Job ID

1524788

Industry

Education

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Meguro-ku

Salary

Negotiable, based on experience

Refreshed

April 2nd, 2025 13:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level (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

About The Job

Competitive base salary + performance-based incentives tied to enrollment targets. Compensation package comparable to a non-education sector Sales Manager at a foreign-affiliated company.

The Admissions Director is responsible for providing strategic leadership in relation to admissions, sales, and enrollment, as well as leading and managing the admissions process at all divisions of the international school. The position requires a strong understanding of the school's mission, vision, and guiding statements, as well as an interest in education and student success. The Admissions Director is also responsible for staying up to date with all aspects of the school including the curriculum, schedule, extracurricular activities, and pedagogy.

Key Responsibilities:

Strategic Leadership & Enrollment Growth

- Develop and execute strategies to drive student enrollment.
- Regularly review and refine admissions policies, ensuring compliance and effectiveness.
- Position the school as a top choice in Tokyo, highlighting its unique mission and vision.
- Build relationships with local schools to attract new students.
- Track and analyze admissions data to forecast enrollment trends and inform decision-making.
- Report key admissions insights to the School Leadership Team.

Managing the Admissions Process

- Serve as the first point of contact for prospective families, providing exceptional customer service.
- Oversee the entire application process, from inquiries to enrollment.
- Organize and lead school tours, interviews, and trial days.
- Work with the school counselor and leadership team to assess student applications.
- Maintain accurate admissions records and ensure efficient data management.

Company Description