



Admissions Assistant | 入学手続きの管理、サポート、学校ツアーやオリエンテーションの調整

スクールカレンダーに準じて有給休暇あり! 完全週休2日制 (土・日休み)

Job Information

Hiring Company

[Yokohama International School](#)

Job ID

1526794

Industry

Education

Job Type

Permanent Full-time

Location

Kanagawa Prefecture, Yokohama-shi Naka-ku

Salary

4 million yen ~ 5.5 million yen

Refreshed

March 25th, 2025 00:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【School】

Yokohama International School, founded in 1924 is a dynamic and exciting place to work and learn, and we are looking for people who want to contribute to the continuing growth and development of our school and community.

【Summary】

The Admissions Department is responsible for all aspects of the admissions of students to the school. The department assists prospective parents from their initial enquiry through when their child joins the school. The admissions assistant gives a wide range of administrative tasks to ensure the smooth operation of the admissions process.

【Key Responsibilities】

- Act as the main point of contact and provide the information on admissions requirements, procedures and general enquiries concerning admissions and prepare for any necessary information packages.
- Attend annual admissions directors meetings and promotional events such as school fairs as required.

- Ensure a smooth application process including arranging for and meeting prospective family for interviews, trial and play sessions and following up with the reviewers to enable fast and admissions decision-making process.
- Ensure all the required documents are received and maintain the students and application database records. This includes maintaining the family contact information.
- Coordinate with the finance office regarding the registration and tuition fees including any refunds if necessary.
- Meet and greet new families at the orientation and the first day of school and provide guidance as necessary
- Coordinate with communications department, IT department and Administrative Assistants related to admissions, re-enrollment and withdrawal
- Arrange the school tours for each section (ELC/ES/MS/HS) and greet and guide families
- Provide the school tours as required
- Conduct online chats with prospective families to determine eligibility to apply or to provide general information as required
- Assist re-enrollment process
- Print out of Students' ID cards for new students enrolling mid-semester
- Arrange the Student Ambassador with the principals for school tours
- Issue Train/Bus Pass Certificates
- Maintain the students files
- Assist in issuing records for leavers
- Other duties as assigned

Required Skills

【Personal Attributes】

- Ability to complete administrative tasks with minimal supervision
- Maintain confidentiality at all times
- Ability to work independently and as part of a small team
- Ability to deal with a vast number of email correspondences
- Excellent organizational skills with the ability to prioritize work
- Excellent general IT skills with understanding of database
- Ability to remain calm in times of pressure and always be approachable

【雇用形態】 正社員

- ・ 想定年収：400万～550万
- ・ 昇給：年1回 8月
- ・ 賞与：年1回（6月）

【休日・休暇】

- ・ 完全週休2日制（土・日休み）
- ・ スクールカレンダーに準じて有給休暇あり（春2週間、夏20日間、秋1週間、冬3週間）
- ・ 傷病休暇30日
- ・ 産前産後休暇
- ・ 育児休暇
- ・ 介護休業

【福利厚生】

- ・ 私立学校共済保険（雇用・労災・健康・厚生年金）

【勤務開始日】

- ・ 2025年4月下旬を希望していますが、柔軟に対応します。

Company Description