



Staff Wellbeing & Support Assistant

Work in a diverse international school

募集職種

採用企業名

ハロウインターナショナルスクール安比ジャパン

支社・支店

Harrow International School Appi, Japan

求人ID

1496924

部署名

Human Resources

業種

教育・学校

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

岩手県, 八幡平市

給与

400万円 ~ 450万円

ボーナス

固定給+ボーナス

勤務時間

8:00-17:00 Monday to Friday

休日・休暇

Weekends plus 40 days per year (including national holidays)

更新日

2024年10月04日 11:56

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 75%程度)

日本語レベル

ビジネス会話レベル

その他言語

中国語: 北京語 - 日常会話レベル

Chinese would be helpful but is not a requirement

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

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

スキル・資格

- 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

会社説明