



Parent Liaison Officer (Japanese)

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

1496934

部署名

Boarding / Marketing

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

最寄駅

東北線4、 岩手川口駅

給与

400万円 ~ 450万円

ボーナス

固定給+ボーナス

勤務時間

40 per week

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: 50%程度)

日本語レベル

ネイティブ

その他言語

中国語：北京語

Chinese would be helpful but is not a requirement

最終学歴

短大卒：準学士号

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**Parents Communications

- To support with interpretation during parent meetings, and translation for parent communication.
- To support with schedule of webinars to parents.
- To support with interpretation in boarding houses and academic meetings where necessary, particularly during meetings with students where outcomes need to be clear.
- To develop good relationships with parents and liaise with the Friends of Harrow to gauge to satisfaction and feedback of parents.
- To support with the administration around parent communication, including logging enquiries, concerns, and complaints.
- To filter and sign post correct communication procedures and channels.
- To develop the mechanisms to produce a monthly Parent Communications Report drawing on feedback from academic support staff, parent communication lines, admissions staff, and FOH.
- Measurement and evaluation of communication activities to constantly improve and drive effectiveness.
- To develop an outreach programme for current parents alongside the marketing team.
- To support with onsite parent events, and to help coordinate end of term events for parents.
- To help develop local opportunities for boarding visits.
- To support with pastoral and academic administration activities.

Crisis Communication

- Anticipate and advise on potential issues.
- Develop plans to attenuate and manage issues.
- Support with parent communications in times of crisis.

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) ticket

スキル・資格

Minimum Academic Degree required.

Degree in Communications, Journalism, Public Relations, English, or writing-intensive discipline, preferred. • Evidence of commitment to continued professional development.

Professional skill and knowledge required.

- Professional experience in developing a communications plan/strategy.
- Knowledge of the principles and techniques of effective verbal and written communication in the English language.
- Strong communications skills with ability to connect effectively with a diverse set of stakeholders from school senior management team to partners and parents in both one-on-one and group setting.
- Considerable ability to deal courteously with the public, supplying general information and direction in a clear, concise manner.
- Ability to maintain confidentiality and integrity related to all aspects of information disseminated within or external to the group. • Project management skills with strong attention to detail.
- Excellent time management and organizational skills.
- Native level Japanese with excellent English.

Experience

- Experience in leading crisis communications.
- Experience in coordinating a team of communications experts and working with and coaching leaders.

- Relevant experience in communications (writing, editing, journalism, consulting and/or public relations).
 - Experience in an international school setting would be highly valued.
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会社説明