



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。

募集職種

採用企業名

株式会社 Musashi International Education

求人ID

1503277

部署名

Business Administration Office

業種

教育・学校

会社の種類

中小企業 (従業員300名以下)

外国人の割合

(ほぼ) 全員外国人

雇用形態

正社員

勤務地

その他東京

給与

300万円～経験考慮の上、応相談

休日・休暇

土・日・祝日・年末年始その他

更新日

2024年11月15日 17:29

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

流暢 (英語使用比率: 75%程度)

日本語レベル

ネイティブ

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

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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スキル・資格

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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会社説明