



PR/117726 | Academic Program Manager (Japanese Speaking)

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1512715

業種

教育・学校

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年01月07日 23:00

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

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

We are looking for an Academic Program Manager for an educational company specialises in international language schooling and homestays for students.

【Company】 Educational company specializes in international language schooling and homestays for students

【Position】 Academic Program Manager

【Job Type】 Permanent

【Location】 East London

(Hybrid work is allowed after probation and upon agreement with line manager.)

【Starting Date】 February 2025

【Key Responsibilities】

- Managing local Coordinators remotely
- Handling host family information received from local Coordinators prior to Japanese student's arrival in UK
- Creating and customising educational/intercultural programs in whole process
- Working with partners in Japan and discuss on the program content

- Having regular meetings with team members to ensure program objectives are maintained
- Reporting to the General Manager with clear and detailed reports
- Conducting new staff member training if necessary
- Working closely with the Academic Planning Manager to create supporting English materials
- Taking care of the Japanese school groups and senior teachers arriving when necessary

[Requirements & Skills]

- Understand the good customer services standard for Japanese clients
- Have a good knowledge of EFL lesson plans
- Able to identify the suitable types of program for the clients
- Good driver with experience driving in the UK
- Understand the UK school system and approaching both public and private schools to discuss intercultural events
- Must be adept in use of MS Office such as Excel, PowerPoint, Word
- Basic understanding of Japanese culture and Japanese language would be beneficial
- Ability to use MS Access or other database would be advantageous
- Background in education would be advantageous

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会社説明