



Sales Manager & Admissions Director | 帰国子女アカデミー

募集職種

採用企業名

KA INTERNATIONAL株式会社

求人ID

1524788

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

外国人 多数

雇用形態

正社員

勤務地

東京都 23区, 目黒区

給与

経験考慮の上、応相談

更新日

2025年04月02日 13:00

応募必要条件

職務経験

10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

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

About The Job

Competitive base salary + performance-based incentives tied to enrollment targets. Compensation package comparable to a non-education sector Sales Manager at a foreign-affiliated company.

The Admissions Director is responsible for providing strategic leadership in relation to admissions, sales, and enrollment, as well as leading and managing the admissions process at all divisions of the international school. The position requires a strong understanding of the school's mission, vision, and guiding statements, as well as an interest in education and student success. The Admissions Director is also responsible for staying up to date with all aspects of the school including the curriculum, schedule, extracurricular activities, and pedagogy.

Key Responsibilities:

Strategic Leadership & Enrollment Growth

- Develop and execute strategies to drive student enrollment.
- Regularly review and refine admissions policies, ensuring compliance and effectiveness.
- Position the school as a top choice in Tokyo, highlighting its unique mission and vision.
- Build relationships with local schools to attract new students.
- Track and analyze admissions data to forecast enrollment trends and inform decision-making.
- Report key admissions insights to the School Leadership Team.

Managing the Admissions Process

- Serve as the first point of contact for prospective families, providing exceptional customer service.
- Oversee the entire application process, from inquiries to enrollment.
- Organize and lead school tours, interviews, and trial days.
- Work with the school counselor and leadership team to assess student applications.
- Maintain accurate admissions records and ensure efficient data management.

会社説明