



Pre-school Administrator / Assistant Manager

Job Information

Hiring Company

KA INTERNATIONAL Inc.

Subsidiary

KA INTERNATIONAL 株式会社

Job ID

1545044

Industry

Education

Job Type

Permanent Full-time

Location

Tokyo - Other Areas

Salary

3.5 million yen ~ Negotiable, based on experience

Work Hours

8:00~19:00のうち 1日8時間勤務 + 1時間休憩時間

Holidays

土曜日および日曜日、国民の祝日、夏季休暇（2週間）、冬季休暇（2週間）、春季休暇（1週間）

Refreshed

June 18th, 2025 15:58

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Key Responsibilities

- Assist the pre-school manager with daily administrative tasks and coordination.
- Communicate effectively with parents, teachers, and stakeholders.
- Handle correspondence, and provide support and translation for internal and external communication.
- Manage documentation, including shift schedules, staffing, and reports.
- Organize and lead pre-school tours, orientation sessions for prospective families.
- Monitor inventory and purchase supplies as needed
- Draft and manage administrative paperwork.

- Respond to inquiries and concerns, ensuring high-quality customer service.
- Support PR and marketing initiatives, including event coordination, social media updates, and promotional material creation.
- Assist with general childcare tasks as needed.
- Contribute to the overall management and smooth operation of the pre-school.

Required Skills

Requirements

- Fluent in both English and Japanese (spoken and written).
- Strong PC skills (Google Docs).
- Excellent communication and problem-solving skills.
- Previous experience in an administrative or educational support role is preferred.

Company Description