



Head of Enrollment / 入学戦略責任者

スウェーデン発祥の外資系教育機関/マネージャーポジション/裁量権大

Job Information

Hiring Company

[EF Education First Japan Ltd.](#)

Job ID

1554981

Industry

Other (Education)

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Shibuya-ku

Train Description

Yamanote Line Station

Salary

6 million yen ~ Negotiable, based on experience

Work Hours

9:30-18:00

Holidays

土日祝、夏季休暇、年末年始、年次有給休暇、慶弔休暇、病気休暇（※年間休日120日以上）、特別休暇、3w~サバティカル

Refreshed

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Head of Enrollment, EF Academy (on site position)

Do you dream of an exciting Sales role where your work will have a real impact on young people's futures?

We are seeking a world class Head of Enrollment who will market our incredible EF-owned Academy boarding schools and drive the recruitment of Japanese students to our campuses in Oxford, New York and Pasadena as well as manage the enrollment team.

If you are an ambitious and results-driven professional who wants the opportunity to combine sales and marketing in a dynamic and international environment, this role is made for you.

Responsibilities:

- Engage and inform prospective parents and students about EF Academy and the benefits of an education in our high schools, serving as the face of the school in Japan
- Promote our top-ranked program to potential customers and drive direct sales through phone and face-to-face conversations
- Build and maintain long-term customer relationships based on trust, guiding families through important life decisions around high school education
- Set, drive towards and exceed individual and team sales targets
- Develop and implement sales and marketing strategies
- Generate new partnerships and maintain existing relationships with middle schools and other related B2B channels
- Motivate, coach and develop Enrollment Advisors, including undertaking performance reviews and creating development plans
- Control and monitor a set budget
- Work in close collaboration with international stakeholders across EF offices and schools in order to deliver a quality experience for customers

About EF Education First

EFは、人々がお互いを理解しようとするとき、世界はより良くなると信じています。1965年以来、私たちは何百万人もの人々が新しい場所を見て、新しい文化を体験し、世界と自分自身について新たに学ぶサポートしてきました。語学、旅行、文化交流、学術にフォーカスしたEFのCultural Immersive Educationプログラムは、夢を国際的なチャンスへと変化させます。

EFの一員となるということは、教育を通じて世界を開くという共通の使命を持ち、学校やオフィスを含め50カ国以上、数百カ所に広がる多文化の多様なコミュニティの一員となるということです。あなたが誰であろうと、どんなことに情熱を注ぐと、EFはあなたを歓迎し、あなたのその情熱を毎日の仕事に活かしてほしいと願っています。EFは、人種、民族、性別、年齢、宗教、カースト、家庭環境、アイデンティティ、経験、その他あなたをユニークな存在にしているすべてのものを越えて受け入れられ、帰属意識がもてるように責任をもって取り組んでおり、機会均等な雇用主であることを誇りに思っています。

1965年にスウェーデンで設立されたEFは、ボストン、ロンドン、サンパウロ、東京、チューリッヒなど、世界中に直営校とオフィスを構えています。詳しくは<https://www.ef.com>

Benefits:

- Annual salary increases (once per year)
- Performance-based bonuses up to 4 months of salary
- Commuting allowance
- Full social insurance coverage (employment, workers' compensation, health, and pension)
- 10 days of annual leaves and will increase up to 20 days along the career journey
- EAP (Employee Assistance Program)
- Welcome-back allowance (when return to work from maternity leave. equivalent to 4 weeks' salary)
- Exciting opportunities for growth, e.g., regular training, seminars
- International travel opportunities
- A dynamic, innovative work environment and office culture
- Collaboration with a network of sales and admissions teams across 24 different offices worldwide
- Access to "English Live" (online English conversation lessons)
- Use of the "EF Hello" app (language learning for English, French, German, Spanish, and Italian)
- Access to "Leadership Live" (online leadership training tool)
- Discount on EF programs
- Commemorative suitcase for 10 years of service
- Completely smoke-free office
- Water dispenser, coffee maker, and more

Holidays / Leaves:

- Five-day workweek
- National holidays
- Year-end and New Year holidays
- Summer vacation
- Paid vacation

- Sabbatical leave (3 weeks of paid leave after 10 years of continuous service, and 4 weeks every 5 years thereafter—take a real break from work and refresh!)
- Bereavement leaves
- Special leave
- Sick leave
- Marriage leave
- Maternity and childcare leave

EFは、児童や若年層、社会的弱者の保護と福祉の促進に努めています。すべてのポジションは、犯罪歴とリファレンスチェックの対象となります。

Required Skills

Desired qualifications, competencies, and attributes:

- Bachelor or postgraduate degree
- Full fluency in Japanese and high proficiency in English (C1 required)
- Sales-oriented and target-driven, with experience selling academic / international education programs or high-end products
- Loves sales, education and driven by the idea of changing people's lives
- Proven track record in achieving and exceeding sales targets
- Experience of studying, living, and/or working abroad
- Exceptional interpersonal skills and communication skills
- Strong negotiation, influencing and customer servicing skills
- IB Diploma or boarding school background is a plus

Company Description