



School Admissions Officer - Chinese Speaker

English workplace in beautiful location

Job Information

Hiring Company

[Harrow International School Appi](#)

Subsidiary

Harrow International School Appi, Japan

Job ID

1581530

Division

Non-Academic

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Iwate Prefecture, Hachimantai-shi

Salary

4 million yen ~ 4.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

40 hours per week

Holidays

40 days per year (all leave including national holidays)

Refreshed

March 20th, 2026 11:00

Application Deadline

April 6th, 2026

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Fluent (Amount Used: English usage about 75%)

Minimum Japanese Level

None

Other Language

Chinese (Mandarin) - Business Level

Chinese language is a requirement.

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The Admissions Officer is responsible for all aspects of the Admissions Department as delegated by the Admissions Manager, including enquiry management, parent counseling and campus tours, application management and admissions process, withdrawal process, data management, etc.

Specifically, successful applicants can expect to be carrying out the following duties regularly:

- Answering incoming phone calls from prospective parents
- Outbound calling prospective parents who have left us their information
- Consulting parents in-person or via email, phone, Zoom etc.
- Conducting campus tours
- Joining education fairs and expos to promote the school including travel abroad
- Managing the admissions pipeline including scheduling assessments
- Daily use of CRM (HubSpot), application management (OpenApply), and Student Management (ISAMS) software

Working Style:

A successful admissions officer is one who is able to work flexibly and take control of their own schedule to account for the irregular hours a full-boarding school requires. Work on Saturdays and Sundays is not uncommon, and working late evenings to join online recruitment events is commonplace. Travel within Japan or abroad for recruitment should also be expected. Japan public holidays are not observed. This extra time worked is returned in the form of substitute holidays, flextime, or overtime pay.

Working Location:

Admissions officers should live within reasonable commuting distance (maximum 1.5 hours) of the school and should expect to be in school five days per week. Remote work when needed is acceptable, but the expectation is that you will be at school when working.

Required Skills**Education:**

Undergraduate degree required in any field

Experience:

Any form of recruitment or sales experience is highly valued, with experience in recruitment for schools not necessarily being valued higher than other recruitment or sales experience:

- Candidates with experience in managing any kind of customer communication at high volume, with strong phone and email communication ability are viewed very positively.
- Candidates with educational history in a British system (GCSE or A-level), or boarding schools are also viewed very positively.

Preferred Skills

- CRM (HubSpot) familiarity, Microsoft 365 familiarity, basic computer skills,
- Excel, Powerpoint, basic Google or LLM knowledge for problem solving.

Both of the following language profiles are equally valued:

- A native English speaker with strong Chinese skills (can take a phone call in Chinese from a prospective parent)
- A native Chinese speaker with strong English skills (can take a phone call in English from a prospective parent)
- English will be used at work around 90% of the time.
- Strong public speaking ability, time management skills, ability to take initiative.

Benefits

- Annual bonus of up to one months' salary
- Winter sports equipment and lift passes provided
- Free use of resort facilities including onsen
- Free use of school facilities e.g. pool, gym etc
- Return shinkansen tickets to Tokyo
- Meals provided during term time

Company Description