School Advisor at Growing Education Company (Up to 5.5M JPY)

Education Industry - Low to no overtime

Job Information

Recruiter
Talentus K.K.

Job ID
1592684

Industry
Education

Company Type
Small/Medium Company (300 employees or less)

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
3 million yen ~ 5.5 million yen

Salary Bonuses
Bonuses included in indicated salary.

Refreshed
November 16th, 2026 03:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Your next company is an institution established over 20 years ago, and currently has 10 schools in the Tokyo metropolitan area as well as online courses as well. Most of the registered students (about 3,800) are Kikokushijo (帰国子女).

They are planning to open new schools in 2~3 years and the company is looking for a “School Advisor” who will support the expansion and help lead the operation of the school.

【Main Responsibilities】

- Responding to Inquiries / Supporting Parents and Students

- Handle a wide range of inquiries such as absence notifications, class changes, and academic guidance. Support is provided in person, via email, and by phone.
- School Orientation (Sales). Provide school and curriculum guidance to parents. On busy days, you may handle around 15 appointments. Note: There are no sales quotas.
- Student Schedule Management
    - Manage absences and class rescheduling in the system. This schedule is critical for teachers to prepare their lessons, so it must be managed accurately.
- Post-Enrollment Follow-Up
- Preparing Documents and Textbooks for New Students
- Planning and Organizing Events
- Plan seasonal events such as Christmas and Halloween to create enjoyable experiences for both students and teachers.
- Other School Operations Tasks

【After Joining】

You will undergo three weeks of initial training, covering topics such as schedule management, curriculum study, and sales practice. After training, you will be assigned to a school.

After placement, you will work towards goals set for your first 1, 3, and 6 months, and your progress and the quality of your work will be reviewed regularly.

Eventually, we hope you will develop the skills to conduct middle school entrance exam interviews and parent consultations confidently, and work towards becoming a manager in the future.

【Working Hours】

5 working days per week, including weekends (shift system)
Weekdays: 11:30–19:30 or 13:00–21:00
Weekends: 9:00–17:00 or 10:00–18:00 (*may vary by about 30 minutes depending on the school)
- 1-hour break, actual working hours: 7 hours per day
- Overtime is minimal (about 3 to 5 hours per month at most)
- Scheduled days off will be determined after joining; two consecutive days off per week.

【Allowances & Benefits】

Salary review: once a year
Full reimbursement of transportation expenses
Full social insurance coverage
Weekend work allowance
Position allowance (for Manager level and above)

Required Skills

【Required】

- Customer service experience
- Japanese fluency
- English ability (TOEIC 780 or above)
- College degree

【Highly valued】

- Experience in Education sector preferred but not required

Company Description