



インターナショナルスクール ビジネスマネジャー / Business Manager ※マネジメント経験ある方を募集！

グローバルな環境でマネジメントスキル・英語スキルが活かせます

Job Information

Hiring Company

[Aoba-Japan International School](#)

Job ID

1597014

Division

Business & Administration Division

Industry

Education

Company Type

Large Company (more than 300 employees)

Non-Japanese Ratio

About half Japanese

Job Type

Contract

Location

Tokyo - 23 Wards, Nerima-ku

Train Description

Toei Oedo Line, Hikarigaoka Station

Salary

8 million yen ~ 12 million yen

Work Hours

8.30-17.00

Holidays

In accordance to school calendar (over 130 days/year)

Refreshed

June 22nd, 2026 00:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

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

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Administrative position at a fast growing International School in Tokyo

契約社員は光が丘キャンパスの全スタッフに適用されています。

Summary

The Business Office Manager reports to the Group Head of School and is a part of a team working on integrating the K.K. Aoba International Educational Systems group's business office and operations. The manager is responsible for the coordination of back office activities and involves regular collaboration with the Head of Campuses to ensure the primary role of managing human resources, finances, facilities, and regulatory compliance of the business operations at all of Aoba's campuses is achieved. Key professional practices include teamwork, initiative, effective communication, integrity, business knowledge, problem solving, leadership insight and flexible responsiveness to the complexities of a school's work environment.

Job Description

School Business Operations

- Financial Resource Management
- Develop, implement and maintain Aoba's financial functions, procedures and plan.
- Monitor and control Aoba's financial performance.
- Conduct the preparation of the annual budget as part of a three-year financial plan.
- Identify and inform the Group Head of School of the causes of significant variance and suggest solutions.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments and changes in funding/legislation.

Administration Management

- Manage the whole school administrative function.
- Design and maintain administrative systems that deliver outcomes based on Aoba's vision and mission.
- Develop process measures that enable value for money decisions for those managing resources.
- Establish and use effective methods to review and improve administrative systems.
- Benchmark systems and information to assess trends and make appropriate recommendations.

Human Resource Management

- Ensure the school's Human Resource policies are clearly communicated to all staff in Aoba campuses.
- Collaborate with the Campus Heads to ensure that all recruitment, performance management, staff development, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Conduct recruitment, performance management, appraisal and development for administration and caretaking staff.

Billing Management

- Engage in the billing process to maximize efficiency using the current system.
- Propose revisions for upcoming renewal of the systems.

Facility & Property Management

- Supervision planning and construction processes undertaken in line with contractual obligations.
- Manage the safe maintenance and security operation of the school premises.
- Manage the letting of school premises to external organizations, for the development of the extended services and local community requirements.

Legal Affairs

- Ensure that all school business related operations adhere to the Japanese Government and accrediting agencies laws and regulations are clearly communicated and available to all relevant stakeholders. These include but are not limited to:
 - Finance and Tax
 - Health & Safety policy.
 - Administrative systems
 - Human resources and contractual agreements
 - Partnership contracts with external entities
 - Billing and facility management

Company Description

AOBA group (managed by K.K. Aoba International Educational Systems) has a total of 12 international schools and bilingual preschools in Tokyo. Of those 9 schools are officially accredited by the International Baccalaureate (IB)*, proudly the largest number in Japan.

Required Skills

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- Effective writing and verbal skills
- Flexibility to work in a changing environment
- Financial background a plus
- Ability to integrate technology into work
- Commitment to learning new technology
- Commitment to being a team player and contributing member of the A-JIS Community.

Work Location

1790072 Tokyo Japan,
Toei Oedo line Hikarigaoka Station and/or JR Komagome Station

Holidays & Special leave (more than 130days/year)

*in accordance to school calendar

*National holidays are work day

- Weekends (Saturdays and Sundays)
- Golden Week (May)
- Autumn Break (October)
- Winter Holiday (December)
- New years Holiday (December)
- Mid-Winter Break (February)
- Spring Break (March)

- Paid leave
- Sick leave
- Childbirth leave, Childcare leave
- Bereavement leave

Company Description