



Pre-school Administrator / Assistant Manager

募集職種

採用企業名

KA INTERNATIONAL株式会社

支社・支店

KA INTERNATIONAL 株式会社

求人ID

1545044

業種

教育・学校

雇用形態

正社員

勤務地

その他東京

給与

350万円～経験考慮の上、応相談

勤務時間

8:00～19:00のうち 1日8時間勤務 + 1時間休憩時間

休日・休暇

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）

更新日

2025年07月09日 00:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

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.

スキル・資格

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.

会社説明