



Admissions and Marketing Coordinator

募集職種

採用企業名

学校法人福岡国際学園 福岡インターナショナルスクール

求人ID

1566652

業種

教育・学校

雇用形態

契約

勤務地

福岡県, 福岡市早良区

最寄駅

空港線 (1号線) 駅

給与

350万円 ~ 400万円

更新日

2026年01月01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

ビジネス会話レベル (英語使用比率: 75%程度)

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

Job Title: Admissions and Marketing Coordinator

Responsible to: Head of Admissions, Deputy Business Manager, Business Manager & Head of School

Introduction

Fukuoka International School embodies its guiding principles of INCLUDE, EMPOWER, and IMPACT, striving to uphold them at all times. As a key member of the school, you will be expected to embrace and promote Fukuoka International School's mission with the utmost professionalism.

Safeguarding and Child Protection Policy

All FIS Staff are responsible for promoting and safeguarding the welfare of all children and young people in their care. Adherence to the school's Safeguarding and Child Protection Policy is mandatory. Should you have concerns about a child's safety, you must report it to the Safeguarding Lead, Deputy Safeguarding Lead, or Head of School

to initiate the appropriate referrals to external agencies. Authorized background checks and references will be carried out during the recruitment process.

Position Overview

The Admissions and Marketing Coordinator supports the full student lifecycle at FIS, from initial inquiry through enrollment, re-enrollment, and withdrawal. The Coordinator also supports the school's marketing and promotional initiatives. This role is highly external-facing and requires strong communication skills, cultural fluency, and the ability to guide families through both school processes and national/international education system requirements, including International Baccalaureate (IB) pathways.

The Coordinator provides warm and professional support to prospective families, facilitates admissions procedures, collaborates with faculty and staff to ensure smooth student onboarding, and maintains accurate student records. In addition, the role assists in developing marketing materials and organizing events that promote the school to prospective and newly enrolled families. Fluency in English and Japanese is essential, and strong interpersonal, organizational, and cross-team collaboration skills are key to success.

Admissions Processes

- Support admissions, re-enrollment, and withdrawal processes by managing inquiries and conducting school tours for prospective families.
- Coordinate admissions assessments, interviews, and testing in line with enrollment needs.
- Check all required documents are submitted by families for timely admission reviews.
- Guide families on the school's admissions process, policies, and submission requirements.
- Collaborate with faculty and staff to ensure new students are placed appropriately in classes, activities, and programs, and that families receive necessary onboarding support.
- Provide ongoing support for families in transition.
- Maintain accurate and confidential student records in the admissions database.
- Collaborate across teams to ensure data consistency in the student management system.
- Suggest opportunities for workflow automation and efficiency improvements in processes.
- Support data collection, reporting of enrollment statistics.
- Support research of international school admissions and industry trends and best practices.

Marketing / Promotion to Prospective Families

- Collaborate with the marketing team and support the design and manage the school's promotional materials (e.g., brochures, inserts, folders, advertisements etc.)
- Organize promotional events related to admissions (e.g. open houses, virtual tours, information sessions etc.)

Other Responsibilities

- This position will be entrusted with confidential applicant and student information and is expected to uphold the confidentiality of all matters.
- Shared office duties and other duties may be assigned as appropriate.

スキル・資格

Qualifications, Experience and Skills

- Bachelor's degree in Business, Management, Hospitality or any related field.
- Related experience in customer service or sales or client-facing roles (in an education setting is a plus).
- Project coordination or team management experience is desirable.
- Strong interpersonal and communication skills with a pleasant disposition.
- Ability to work independently and collaborate effectively across teams where required.
- Excellent organizational and problem-solving skills.
- Have a positive, can-do attitude, a willingness to learn, and the ability to take initiative.
- Proficiency with IT systems, Google Suite, and CRM databases.
- Fluency in English (required).
- Proficiency in written and spoken Japanese (JLPT N1 level preferred. An equivalent level may be considered); additional languages are advantageous.
- Must currently hold a valid work visa for Japan (FIS supports visa renewals).

会社説明