



School Admissions Officer - Chinese Speaker

English workplace in beautiful location

募集職種

採用企業名

ハロウインターナショナルスクール安比ジャパン

支社・支店

Harrow International School Appi, Japan

求人ID

1581530

部署名

Non-Academic

業種

教育・学校

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 多数

雇用形態

正社員

勤務地

岩手県, 八幡平市

給与

400万円 ~ 450万円

ボーナス

固定給+ボーナス

勤務時間

40 hours per week

休日・休暇

40 days per year (all leave including national holidays)

更新日

2026年03月20日 11:00

応募締切日

2026年04月06日

応募必要条件

職務経験

1年以上

キャリアレベル

新卒・未経験者レベル

英語レベル

流暢 (英語使用比率: 75%程度)

日本語レベル

無し

その他言語

中国語：北京語 - ビジネス会話レベル

Chinese language is a requirement.

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

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.

スキル・資格**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

