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

Education Industry - Low to no overtime

募集職種

人材紹介会社
タレンタス株式会社

求人ID
1592684

業種
教育・学校

会社の種類
中小企業 (従業員300名以下)

雇用形態
正社員

勤務地
東京都 23区

給与
300万円 ~ 550万円

ボーナス
給与： ボーナス込み

更新日
2026年11月02日 05:00

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
ビジネス会話レベル (英語使用比率: 75%程度)

日本語レベル
ネイティブレベル

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

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)

スキル・資格

【Required】

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

【Highly valued】

- Experience in Education sector preferred but not required

会社説明