# Divisional Manager - Sales

**All English Environment | Great WLB**

## 募集職種

**採用企業名**
グローバル・インディアン・インターナショナル・スクール

**支社・支店**
One World International School

**求人ID**
1605337

**業種**
教育・学校

**雇用形態**
契約

**勤務地**
東京都 23区

**給与**
700万円 ~ 800万円

**更新日**
2026年11月09日 06:00

## 応募必要条件

**職務経験**
6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

**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

**One World International School (OWIS)** is a globally recognized international school group that delivers a student-centered K-12 education focused on inquiry, innovation, and international mindedness. OWIS operates eight campuses worldwide, including three in Japan located in **Osaka, Tsukuba, and Hamamatsu (coming up in 2027)** offering students a nurturing and future-ready learning experience.

**Student Admissions and Administration**

- Execute regional sales goals and forecast annual, quarterly, and monthly student enrolment targets in collaboration with the Admissions Team.
- Develop and implement admissions strategies based on data analysis, aligned with organizational objectives.
- Drive student enrolment by enhancing parent engagement and overall admissions experience.
- Achieve monthly admission targets through effective end-to-end sales and marketing strategies.

- Ensure accurate and timely updates of all admissions data in the CRM system.
- Plan and conduct regular training sessions for the team on sales tools and counselling techniques.
- Lead, motivate, and support the admissions team to achieve enrolment targets.
- Guide prospective parents through the admissions process and ensure a seamless experience.
- Continuously improve admissions procedures, counselling practices, and service standards.
- Ensure compliance with local regulations in Japan, including student visa processes, policies, and academic requirements.
- Maintain and update student databases (new admissions, progression, alumni).
- Analyze data and generate reports to improve recruitment strategies and operational efficiency.
- Work closely with Principals to monitor and manage student withdrawals and retention.

**Sales and Marketing**

- Develop and implement strategies to increase enrolment numbers across OWIS campuses in Japan.
- Plan and execute marketing activities within approved budgets to achieve admissions targets.
- Conduct market research, competitor analysis, and customer surveys.
- Track market trends and provide insights to management.
- Identify and develop new channels to reach target audiences.
- Represent OWIS in corporate visits and present new market opportunities to management.

**Event Management**

- Organize and support school events such as open houses, orientations, parent engagement activities, and school fairs.
- Represent OWIS at seminars, conferences, and networking events within the education sector in Japan.

**People Interaction**

- Handle walk-ins, calls, and email enquiries professionally.
- Build and maintain strong relationships with prospective and existing parents.

**Others**

- Set and track monthly and quarterly admissions targets.
- Develop strong, data-driven sales strategies.
- Manage multiple priorities effectively in a fast-paced environment.

## スキル・資格

**Minimum Qualifications**

- Degree from a reputable institution (Business, Marketing, Education or related field preferred).

**Experience**

- 8–10 years of experience in admissions management/student recruitment or similar experience in leading sales in some other sector.
- Proven experience in managing customer-facing teams.
- Minimum 3 years of leadership experience in sales.
- Prior experience working in the Japan education market or international school sector in Japan is preferred but not mandatory.
- Strong understanding of local regulations, parent expectations, and cultural nuances in Japan.

**Skills**

- Strong leadership and team management
- Excellent communication and interpersonal skills
- Strategic thinking and analytical ability
- Strong sales and marketing orientation
- Data-driven decision-making
- Ability to work in a fast-paced, multicultural environment

**Language**

- Native level Japanese is mandatory
- Business level English language proficiency is mandatory and higher level is preferred

## 会社説明