International School Manager | Education | Team Leadership

Education| Management| Work-Life Balance

募集職種

人材紹介会社
株式会社 GDIコミュニケーションズ

求人ID
1623204

業種
教育・学校

雇用形態
契約

勤務地
三重県

給与
300万円 ~ 450万円

更新日
2026年11月16日 11:38

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
日常会話レベル

日本語レベル
流暢レベル

最終学歴
高等学校卒

現在のビザ
日本での就労許可が必要です

募集要項

Position Highlights

- International School Environment
- 135+ Days Off Annually
- Great Work-Life Balance
- Multicultural & Bilingual Team
- School Management & Career Growth

Role Overview

We are seeking an organized, proactive communicator to manage daily operations at its Tsu campus. The School Manager

will work closely with Japanese and international staff to support students, build strong relationships with families, and keep the school running smoothly.

The school offers a welcoming, multicultural environment with teachers from various countries. This position provides an opportunity to use English regularly, contribute to international education, and support children's growth and development.

Scope of Work

- Manage parent communications and enquiries
- Plan and coordinate school events
- Support student recruitment, admissions, and orientations for prospective families
- Coordinate staff schedules and meetings with international staff
- Provide classroom and operational support

Other Information

- Work Location: Tsu, Mie Prefecture, Japan
- Fixed-term contract (one-year renewal period)
- Working Style: On-site
- Monthly salary of ¥260,000–¥400,000
- 135+ days off annually, including weekends, public holidays, and summer, winter, and spring breaks

スキル・資格

Required Skills

- Native-level Japanese speaking, reading, and writing
- Conversational English sufficient to communicate with international colleagues
- Proficiency in Word, Excel, and general computer use
- A valid standard driver′s license in Japan

Preferred Skills

- Management/leadership experience
- A background in English education or early childhood education
- Strong interpersonal and communication skills

会社説明