

Bilingual Administrative Assistant*

** This is a local hire position. Applicants must currently live in Japan and be fully bilingual in Japanese and English.*

Base:

School office

Period:

As soon as possible – July 2024 (Possible annual renewal depending on appraised work performance and school needs)

Overview:

- Translate written communications and official school documents (Japanese/English and English/Japanese).
- Respond to general inquiries in English or Japanese.
- Assist in responding to inquiries from prospective parents regarding admissions matters.
- Liaise with courier companies regarding the dispatch of documents.
- Conduct school tours with prospective families.
- Assist in the coordination of student admissions applications and enrollment documents.
- Coordinate the preparation and issuance of student record documentation.
- Coordinate orders and distribution of consumables.
- Provide simultaneous interpretation at meetings, information sessions, parent conferences etc.
- Assist with the running of school events and activities.
- Perform general word processing, data input and clerical work.
- Assist in booking external venues for school events and activities.
- Perform other duties as requested.

Notes:

- Full bilingual proficiency in Japanese and English required in all areas (reading, listening, reading and writing). Must be able to compose written communications in Japanese to a native level that do not require checking or proofreading. (Applicants selected to proceed to the interview stage will be required to participate in activities to assess their language skills.)
 - University degree required.
 - Appropriate visa preferred for non-Japanese nationals (e.g. permanent resident, spouse or child of Japanese national, long-term resident); however, visa sponsorship may be considered for eligible candidates. No tourist visas, please.
 - Working hours 8:00 a.m. to 5:00 p.m., Monday to Friday with 60 minutes total break time. Occasional Saturdays for annual whole-school events (working hours may vary). Attendance at a number of evening events during the year may also be required.
 - TEFL/TESOL certificate and/or classroom teaching credentials highly desirable.
 - Reimbursement for commuter expenses up to a maximum of 40,000 yen per month.
 - Health insurance and employment insurance available.
 - Meals subsidy available.
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