

Job Description: School Administrative Staff

About the Position:

We are seeking a highly organized and detail-oriented individual to join our school administrative team. This role reports to the Business Manager and involves a wide range of responsibilities, including reception, inquiry handling, purchasing, event coordination, billing, and potentially school bus coordination. The ideal candidate will be fluent in both Japanese and English, proficient in Microsoft Office, and possess at least three years of general office administrative experience.

Key Responsibilities:

- **Reception:** Greet visitors, answer phone calls, and provide information to parents, students, and staff. Relay to homeroom teachers about absence or late arrival of students.
- **Inquiry Handling:** Respond to inquiries from parents, students, and staff in a timely and professional manner. Inquiries also include questions from prospective parents.
- **Purchasing:** Purchase school supplies, office supplies, and other necessary items.
- **School Activity Coordination:** Collaborate with external companies and organizations to arrange school events, including facility bookings and field trips.
- **Billing:** Process invoices and handle billing-related tasks.
- **School Bus Coordination:** Assist with the coordination of school bus transportation, as needed.
- **Translation and Interpretation:** Provide translation and interpretation services during parent conferences and other meetings, as required.
- **General Administrative Tasks:** Perform various administrative tasks, such as filing, photocopying, and data entry.

Qualifications:

- **Language Proficiency:** Fluent in Japanese (native level) and English (both spoken and written).
- **Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- **Experience:** At least three years of experience in general office administrative work.
- **Interpersonal Skills:** Strong interpersonal and communication skills.
- **Organizational Skills:** Excellent organizational and time management skills.
- **Attention to Detail:** Meticulous attention to detail.
- **Problem-Solving Skills:** Ability to solve problems independently and creatively.

Compensation and Benefits:

- **Starting Salary:** 280,000 yen per month (no bonus)
- **Benefits:** Health insurance, pension insurance, and employment insurance.
- **Commuting Allowance:** Up to 50,000 yen per month.

To Apply:

Please submit your resume and cover letter to info@mist.school.