

Job Detail

Senior Level

Position Title	[English/Full-time employee] English conversation school management/manager position @ Tokyo
Recruiter Company	Gowell Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Logistics/Retail/Consumer/Fashion - Shop Management/Supervisor Education/Training/Language Specialist - School Management
Industry	Education/School
Location	Asia Japan Tokyo Asia Japan Kanagawa
Job Description	<ul style="list-style-type: none"> • Information on joining and withdrawing students and information on services • Sales management, retail management, inventory management, purchase requests • Education of part-time staff • Shift creation and shift management for part-time staff • Regular meetings and collaborative work with instructor managers • School building branding maintenance and checking duties • Collaboration with school management department managers • Monthly numerical presentation and document creation at headquarters meetings, etc.
Company Info	<p>We have a frank relationship with students, and we do not provide excessive services or pushy sales.</p> <p>@Attractions of working</p> <ul style="list-style-type: none"> • You can work in casual clothes and express your true self • You can help people expand their potential • You can interact with people from overseas • You can use and learn English • You can value both work and your private life • You can see your future steps and work long-term
Working Hours	<p>【Working hours】</p> <p><Mon-Fri> 13:00-22:00</p> <p><Sat> 10:00-19:00</p> <p><Sun> 10:00-18:00</p> <p>8 hours of actual work per day (1 hour break) *7 hours of work on Sundays (1 hour break)</p>
Qualifications	<p>[Required requirements]</p> <ul style="list-style-type: none"> • N2 or higher • English daily conversation level • Those who can operate a PC such as Word, Excel, email, etc. • Those who have worked in a Japanese company
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 3000K - JPY 4500K
Salary Description	<p>[Monthly salary] 230,000 yen to 275,000 yen</p> <p>*Trial period: 3 months (conditions remain unchanged.)</p> <p>*Determined based on company regulations, taking into consideration experience, skills, abilities, etc.</p> <p>*Includes 25 hours of fixed overtime and any excess will be paid in full.</p> <p>*If the fixed overtime hours are exceeded after 10 p.m., late-night overtime will be paid separately.</p> <p><Model annual income></p> <ul style="list-style-type: none"> • 1st year in the company • 27 years old / annual income 3.3 million yen

	<ul style="list-style-type: none"> • 2nd year in the company • 29 years old / annual income 3.5 million yen
Holiday Description	<p>[Holidays] 2 days a week (no holidays), around 125 days off per year *2 days off per week (shift) system. Decided after consultation considering your wishes</p> <p>[Other holidays]</p> <ul style="list-style-type: none"> ·Summer vacation ·New Year holiday ·paid holiday • Maternity leave, childcare leave
Job Contract Period	Full-time employment *Trial period: 3 months (conditions remain unchanged.)