

## 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"> <li>• Information on joining and withdrawing students and information on services</li> <li>• Sales management, retail management, inventory management, purchase requests</li> <li>• Education of part-time staff</li> <li>• Shift creation and shift management for part-time staff</li> <li>• Regular meetings and collaborative work with instructor managers</li> <li>• School building branding maintenance and checking duties</li> <li>• Collaboration with school management department managers</li> <li>• Monthly numerical presentation and document creation at headquarters meetings, etc.</li> </ul>
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"> <li>• You can work in casual clothes and express your true self</li> <li>• You can help people expand their potential</li> <li>• You can interact with people from overseas</li> <li>• You can use and learn English</li> <li>• You can value both work and your private life</li> <li>• You can see your future steps and work long-term</li> </ul>
Working Hours	<p><b>【Working hours】</b>  &lt;Mon-Fri&gt; 13:00-22:00  &lt;Sat&gt; 10:00-19:00  &lt;Sun&gt; 10:00-18:00  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"> <li>• N2 or higher</li> <li>• English daily conversation level</li> <li>• Those who can operate a PC such as Word, Excel, email, etc.</li> <li>• Those who have worked in a Japanese company</li> </ul>
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  *Trial period: 3 months (conditions remain unchanged.)  *Determined based on company regulations, taking into consideration experience, skills, abilities, etc.  *Includes 25 hours of fixed overtime and any excess will be paid in full.  *If the fixed overtime hours are exceeded after 10 p.m., late-night overtime will be paid separately.</p> <p>&lt;Model annual income&gt;</p> <ul style="list-style-type: none"> <li>• 1st year in the company</li> <li>• 27 years old / annual income 3.3 million yen</li> </ul>

	<ul style="list-style-type: none"> <li>• 2nd year in the company</li> <li>• 29 years old / annual income 3.5 million yen</li> </ul>
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"> <li>· Summer vacation</li> <li>· New Year holiday</li> <li>· paid holiday</li> <li>· Maternity leave, childcare leave</li> </ul>
Job Contract Period	Full-time employment *Trial period: 3 months (conditions remain unchanged.)