

Job Detail

Staff Level

Position Title	[Reception/Customer Service] Receptionist at an English conversation school <No overtime> <Use of English> <Foreign nationals welcome>
Recruiter Company	INBOUND TECHNOLOGY CO.,Ltd /インバウンドテクノロジー株式会社
Company Name	Company name is private
Activated / Updated	2024-05-15 / 2024-05-16
Job Type	Education/Training/Language Specialist - School Management Education/Training/Language Specialist - Other Sales/AE - Customer Success/Client Success
Industry	
Location	Asia Japan Tokyo
Job Description	<p>◎Operating an English conversation school for 500 yen for 60 minutes! ◎We have 11 branches in Tokyo and are currently expanding our business! This position will involve reception and proposing lessons to students (new and existing) at an English conversation school. You will also be responsible for general support for the school manager's school operations (shift and customer information management). *No sales management.</p> <p>■Informing new students about face-to-face experiences, proposing lessons, and closing ■Regular touch points and communication with students (email, phone, etc.) ■Planning and implementing measures to create a culture at the school (including instructors and staff) ■School facility management ■Face-to-face customer service for existing students (interviewing, advising, counseling, and building relationships with visiting students) ■Informing them about special lessons, events, study abroad services, etc.</p>
Company Info	◎A company with a diverse workforce from 50 countries◎Almost no overtime, no quotas!
Working Hours	8 hours of work per day (7 hours on Sundays) *1 hour break ★There is generally no overtime. ★Work starts after 10am. ★Shortened working hours system available. <School business hours> Monday-Friday 13:00-22:00 Saturday 10:00-19:00 Sunday 10:00-18:00
Qualifications	<p>[Requirements] ■Sales experience (regardless of industry or individual/corporate) ■PC skills (email, chat tools, etc.)</p> <p>[Welcome skills] ■Experience actively learning other languages ■Solution sales experience ■Part-time staff management experience ■Experience living or studying abroad, experience working in a multinational environment</p>
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 3000K - JPY 4000K
	Annual salary 3.05 million yen / 1st year of employment / 27 years old Annual salary 3.3 million yen / 2nd year of employment / 29 years old Monthly salary 235,000 yen and up + various allowances + incentives ■Salary increase evaluation twice a year (chance for salary increase in summer)

Salary Description	<p>and winter)</p> <ul style="list-style-type: none"> ■ Bonus twice a year (paid based on performance *applicable after 2 years of employment) ■ Complete social insurance (employment, industrial accident, health, welfare pension) ■ Incentives (based on KPIs such as number of members joining and leaving *paid after trial period) ■ Welfare expenses (20,000 yen per year *paid after trial period) ■ Service salary (paid 5,000 yen per year up to a maximum of 25,000 yen) ■ Qualification allowance (25,000 yen per year) ■ Health check (once a year) ■ Free dress code and hairstyle ■ Telework consultation available (depending on the situation)
Holiday Description	<p><Annual holidays: 125 days></p> <ul style="list-style-type: none"> ■ 2 days off per week (8-12 days off per month. Days off will be decided after consultation and consideration of your preference) ■ Public holidays ■ Summer holidays ■ Year-end and New Year holidays ■ Paid holidays ■ Maternity leave (there are cases of leave taken and returning to work) ■ Childcare leave (there are cases of leave taken and returning to work for both men and women)
Job Contract Period	Full-time employment