



Aoba-Japan International School

Leading Positive Change

Title: Afterschool and Saturday Program Administrator

Reports to: Program Coordinator

Description: All office administration relating to students services, program coordination, event and activity booking, sales management

Workplace: Kojimachi, Tokyo

Overarching Responsibilities:

1. Office administration and operations
2. Student services administration
3. Registration and enrollment
4. Inventory management
5. Billing and invoicing
6. Sales data report

Qualifications, Skills and Experience:

1. Daily conversation and written English proficiency
2. Mid-high computer ability in office management products, especially Microsoft excel
3. Enthusiasm and determination to make changes happen
4. Ability to multitask, prioritize, and manage time effectively in a fast paced environment.
5. Collaborative skill to maintain positive and constructive working relationships
6. Client-service skills: Ability to help retain clients by handling client queries and complaints in a helpful and professional manner
7. Perform other duties as assigned by the supervisor

Accredited by: The Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC)

Hikarigaoka Campus

7-5-1 Hikarigaoka, Nerima-ku, Tokyo 179-0072
Tel: 03-6904-3102 Fax: 03-5997-0091

Meguro Campus

2-11-5 Aobadai, Meguro-ku, Tokyo 153-0042
Tel: 03-5428-4488 Fax: 03-5456-1800