

# Part-Time Preschool Administrator

**Location:** Setagaya, Tokyo

**Employment Type:** Part-time

**Start Date:** Immediate / Negotiable

**Language Requirements:** English (Fluent), Japanese (Conversational preferred)

## Position Overview

We are currently looking for a **Part-Time Preschool Administrator** to support the day-to-day operations of our school. This role is ideal for someone who is friendly, detail-oriented, and enjoys working in a child-centered environment. You'll be the welcoming face of the school for families and an essential part of our team.

## Responsibilities

- Greet and assist parents, staff, and visitors in a warm and professional manner
- Handle administrative tasks including attendance, student records, and scheduling
- Support teachers and leadership with daily communication and logistics
- Coordinate basic office functions and assist with school events
- Manage email and phone inquiries
- Help with admissions and enrollment documentation
- Ensure the front office area is organized and welcoming

## Qualifications

- Previous experience in administration or customer service preferred
- Strong communication and interpersonal skills
- Organized, proactive, and able to multitask
- Comfortable using email, spreadsheets, and scheduling tools
- Fluent in English; conversational Japanese preferred
- Friendly, team-oriented, and respectful in a multicultural environment

## Working Hours

- Approx. 20–25 hours per week
- Morning and/or afternoon shifts available (flexible based on candidate availability)
- Occasional support for events or busy periods may be required

## **What We Offer**

- A supportive and international work environment
- Opportunities for growth within the school
- Training and mentorship provided
- Competitive hourly wage based on experience