

1. Job Title

Office Coordinator (Part-Time) - QUEST Azabudai/Ichigaya

2. Job Purpose

The Part-Time **Office Coordinator** will provide client and tutor facing office reception services and practical administrative support to the QUEST TOKYO senior team. This role is designed to ensure an enhanced level of client and tutor interface, reduce administrative pressure on senior staff, and improve day-to-day in-office efficiency. This is a part-time, in-person role.

3. Key Responsibilities

The Office Coordinator will facilitate the following tasks:

- *Meeting and greeting clients in QUEST TOKYO Azabudai office during peak hours (14:45-17:45)*
- *Work with tutors to ensure scheduling and lesson timing is accurate, troubleshooting where necessary*
- *Maintaining clear and logical storage of teaching materials and resources*
- *Maintaining clear and logical company document filing (QTA)*
- *Scanning and saving documents where required (QTA)*
- *Manage QUEST Library loaning system, across QTI and QTA*
- *Support with ad-hoc administrative jobs*
- *Coordinate the organisation of periodic staff events (QTI)*
- *For new tutors, check daily tutoring schedule (from Qconnect) and confirm with tutor(s) as they settle*
- *Maintaining clean and organised office spaces:*
 - *Manage rubbish (gomi)¹*
 - *Clean office facilities*

4. Hours, Location & Contract Type

- **Hours:** 14:45-17:45, weekdays
- **Schedule:** Approximately **15 hours per week**
- **Location:** In-person at QUEST TOKYO QTA/QTI
- **Contract Type:** Independent contractor (Service Agreement)
- **Pay Rate:** ¥1,500 per hour (tax inclusive)

5. Person Specification

Essential

- Bilingual English/Japanese
- Highly organised and methodical
- Reliable and punctual
- Comfortable working independently
- Discreet and trustworthy (confidential information)
- Able to work carefully with paperwork and records
- Excellent communication and inter-personal skills

Desirable

- Previous office or school support experience
- Comfortable using basic digital tools (scanning, folders, simple spreadsheets)
- Calm, practical and unflustered approach
- Good sense of humour

6. Reporting Line

- Reports directly to the **Director**
- No line-management responsibilities

¹ Currently managed between Director and Office Coordinator (OC)