

Application details

1. Institution Name TLS Fukuroi (Takushin Language School Fukuroi)
2. Location 1579-1 Kamiyamanashi, Fukuroi-shi, Shizuoka 437-0125
3. Type of Institution Japanese Language School (Certified by the Ministry of Justice)
4. Recruitment Reason Hiring to fill a vacancy
5. Job Details
(A) Position : Administrative Work
(B) Job Title : ① Administrative Staff ② Interpretation/Translation Staff
(C) Number of Positions : 1
(D) Employment Type : Full-time (Regular Employee)
(E) Contract Term : No fixed term (3-month probation; retirement age 65)
(F) Work Location : Same as above
(G) Job Description
① General administrative tasks related to school operation
(e.g., general office work, international student management, document preparation, procurement of supplies, etc.)
② Reception duties (handling phone calls and visitors)
③ Student support
(e.g., communication via SNS like Facebook and Messenger, front desk services, lifestyle support, consultation)
④ Part-time job management
(e.g., overseeing students' part-time job locations and working hours)
⑤ Event planning and management
(e.g., orientation and guidance for international students)
⑥ Off-campus duties
(e.g., visits to student dormitories, municipal offices, hospitals, airport pick-ups)
⑦ Other related tasks
(H) Start Date : Early October 2025
(I) Other
Commuting by private car allowed (parking available); use of electronic devices such as PCs and smartphones required; relocation allowance available (with a limit) for applicants moving from distant areas
6. Qualifications
(A) Required
➤ High school graduate or above
➤ Driver's license (automatic-only is acceptable)
➤ For non-Japanese nationals: Japanese-Language Proficiency Test (JLPT) N3 level or higher
(B) Preferred (Preference will be given to applicants who meet any of the following criteria, if you can prove it)
➤ Work experience at a Japanese language school
➤ Foreign language skills (English, Nepali, or Burmese preferred)
➤ Overseas living experience

- ICT skills
- Completion of Japanese teacher training course

7 . Compensation and Benefits

(A) Salary : ¥195,000 – ¥205,000 per month

(B) Benefits and Allowances

- Paid leave (10 days after 6 months of employment, carryover allowed up to one year)
- Statutory leaves (e.g., maternity, childcare, nursing care)
- Congratulatory or condolence leave
- Full social insurance (health, employment, workers' compensation, pension)
- Annual health checkup
- Commuting or housing allowance (up to ¥10,000/month)
- Salary raises (based on performance)
- Retirement allowance (after 10 years of continuous service)
- Overtime pay

(C) Working Hours

7:30 AM – 4:30 PM / 9:00 AM – 6:00 PM (60-minute break, 8 hours actual work)

Rotational shift system

Note: Overtime or schedule changes may occur during busy seasons

(D) Holidays : 125 days per year

Full 5-day workweek (weekends and national holidays off)

Note: Some work on holidays for school events, with compensatory leave provided

Summer, year-end/New year, and Golden Week holidays

(E) Housing : Dormitory available for single residents

8 . Application

(A) Documents Required

- ① Resume with photo
- ② Work history (CV)
- ③ Proof of JLPT N3 level or higher (for non-Japanese applicants)

(B) Application Period

From Tuesday, July 22, 2025 to Friday, September 19, 2025 (must arrive by deadline)

Note: Recruitment may close earlier if the position is filled

(C) Submission Method

Submit by email (PDF), post, or in person (appointment required)

9 . Selection Process

(A) Method

1st Round: Document screening

2nd Round: Interview

(B) Notification

All applicants will be notified of the result.

Document screening will be conducted upon receipt of applications.

Those who pass the 1st round will be notified of the date and details of the 2nd round (interviews held at TLS Fukuroi).

Final results will be announced within 5 business days after the interview.

10. Contact Information

(A) Phone : +81-538-30-6800 (Weekdays 9:00–17:00)

(B) Email : tls@takusin-ls.com

(C) Mailing Address

TLS Fukuroi, 1579-1 Kamiyamanashi, Fukuroi-shi, Shizuoka 437-0125,

(D) Contact Persons : Rachi, Matsui

11. Remarks

① TLS Fukuroi is a Japanese language school established in April 2018, mainly welcoming international students from Asia. We are recruiting either administrative staff or interpretation/translation staff. No special qualifications or experience are required to apply. Feel free to contact us with any questions. School tours and application consultations are available.

② We welcome applications from non-Japanese nationals.

③ Application documents will not be returned. All costs related to application and selection are the applicant's responsibility.

School Overview

Official Name	TLS Fukuroi (English: Takushin Language School Fukuroi)
Address	1579-1 Kamiyamanashi, Fukuroi-shi, Shizuoka 437-0125
Access	<ul style="list-style-type: none"> ➤ 20 minutes by car from JR Fukuroi Station ➤ 10 minutes by car from Tenryū Hamanako Railway Tōtōmi-Ichinomiya Station (pick-up available for selection) ➤ 10 minutes on foot from Yamanashi bus stop (Akiba Bus Service) ➤ 5 minutes on foot from Yamanashi Nakamachi bus stop (Entetsu Bus)
Phone	+81-538-30-6800
Fax	+81-538-30-6801
Email	tls@takusin-ls.com
Website	http://www.takusin-ls.com (Facebook : https://www.facebook.com/TLS-Fukuroi-110544576312838)
Opening Date	April 1, 2018
Founding	Takushin Co., Ltd.
Organization	(Corporate Number: 9080401017627)
Head	6-2 Takaomachi, Fukuroi-shi, Shizuoka
Office Address	
Type	Corporation (Co., Ltd.)
of Founder	
Representative	Principal Eiji Yagi

Number of Staff 16 (including part-time)

Student Capacity 150 (two-shift system)

Course Options ➤ 2-Year Course
➤ 1 Year and 9 Months Course
➤ 1 Year and 6 Months Course

Current Enrollment 114 students

Nationalities Vietnam, Nepal, Sri Lanka, Myanmar

(As of July 14, 2025)