



## PR/094551 | Operations Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1549306

**Industry**

Education

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 16:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Company and job overview

Our client is a company in the Education & Training sector.

#### Job Responsibilities

- Jointly responsible for the center's successful financial performance.
- To promote client satisfaction and profitable, long-term business growth, cultivate and preserve good relationships with the center team and clients.
- Take charge of the group to promote operational excellence.
- Class schedules should be planned, coordinated, and managed to maximize the use of available resources and produce excellent learning results.
- Assemble, develop, and train a top-performing group of teachers and support personnel.

#### Job Requirements

- 3 years or more of experience in administrative, managerial, and supervisory positions in service sectors including hospitality and tourism, with a preference for the teaching profession.
- Growth mindset, positive, can-do attitude, flexibility, adaptability, and energy.
- Fluent in English and has outstanding communication abilities both in writing and speaking.
- Ability to understand and use technology with ease.

- Excellent attention to detail, and strong organizational and customer service abilities.

#LI-JACVN

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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