



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

July 8th, 2025 17:12

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

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Company Description