



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122843 | Operations Officer Japanese Speaker (Medan)

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1549628

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:21

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

We're currently seeking a dynamic **Operations Officer Japanese Speaker** to join our client's team, a leading VISA Service company located in their **Medan Branch Office**. This vacancy is #OpenforFreshGraduate & Training provided!

Responsibilities:

- Process and manage visa applications for various countries, with a focus on Japanese-speaking clients and/or Japanese visa applications.
- Communicate effectively in Japanese (mainly written) with clients, embassies, and consulates to gather required documentation and information.
- Review and verify visa application documents.
- Maintain accurate records of all visa applications and related documentation.

- Translate documents from Japanese to Bahasa/English and vice versa as needed.

Requirements:

- Hold Min. JLPT N2.
- Excellent communication, interpersonal, and customer service skills.
- Strong attention to detail and organizational skills.
- Proficient in Microsoft Office.
- Based/willing to relocate to Medan

If you are the one who fit the bill, kindly apply as soon as possible and share to anyone you know who might be interested & suitable for the position!

#LI-JACID

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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Company Description