



## 【英語を活かす】ビザコーディネーター/ Visa Coordinator

国際教育機関にて、ビザコーディネーターの求人がございます。

### Job Information

**Recruiter**

Robert Walters Japan (ロバート・ウォルターズ)

**Job ID**

1552248

**Industry**

Education

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Work Hours**

お問い合わせください

**Refreshed**

July 17th, 2025 16:01

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Native

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

An international education institution is seeking a Visa Coordinator. The selected candidate will manage visa-related processes, ensure compliance with immigration laws, and assist students throughout their visa lifecycle. This is a hybrid setup and contract role.

A leading provider in the education sector, this organisation specialises in delivering high-quality support services that empower schools and students to reach their full potential. With a strong reputation for reliability, care, and educational excellence, it continues to attract passionate professionals dedicated to making a meaningful impact.

**Keywords:**

ビザコーディネーター, 学生ビザ, 留学支援, 日本の入国管理, データベース管理, 国際教育, 求人, 外資系

Job Ref: HVHM2A

**Responsibilities:**

- Process applications for new student visas, extensions, and status changes
- Assist students in understanding and complying with immigration and internal visa regulations
- Respond to student and stakeholder inquiries related to visa and immigration matters
- Prepare and file accurate immigration status reports
- Maintain and update visa-related data in internal systems

- Monitor for potential visa violations and support compliance efforts
- Collaborate with external vendors supporting visa operations
- Participate in New Student Welcome Week, student activities, and department initiatives

**Requirements:**

- Practical experience in documentation preparation
- Prior experience with databases and CRM systems
- Basic HTML or CSS knowledge preferred
- Experience studying abroad or handling immigration or study abroad matters is a plus
- Proficient in Excel (VLOOKUP) and Microsoft 365 (Teams, Forms, Power Automate)
- Native level English; fluent level Japanese (JLPT N1)

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**Company Description**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.