



JAC Recruitment

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JAC Recruitment Vietnam

PR/095503 | Business Operations Manager

Job Information

Recruiter

[JAC Recruitment Vietnam Co., Ltd](#)

Job ID

1572900

Industry

Other

Job Type

Permanent Full-time

Location

United Arab Emirates

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 04:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Working location

Hanoi

Company and Job Overview

Our client is a global leader in events and exhibitions, currently partnering with major organizations to deliver high-profile projects in Vietnam. This is a unique chance to join at the ground level and shape the future of the business in Vietnam.

Job Responsibilities

- Lead and manage day-to-day operations across multiple functions, including sales, event management, and agency

coordination.

- Develop and implement operational strategies to ensure seamless execution of events and business objectives.
- Act as the key liaison between local teams and international headquarters.
- Build strong relationships with event agencies, vendors, and partners to support project delivery.
- Ensure compliance with international standards and company policies.
- Drive efficiency and solve operational challenges in a fast-paced environment.

Job Requirements

- Proven experience in business operations within an international organization or multinational environment.
- Strong background in managing multi stakeholders (both internal and external)
- Highly hands-on, adaptable, and proactive in building processes from scratch.
- Well-connected in the local market with strong networking skills.
- Fluent in English (written and spoken).
- Experience in startup or setup phase environments is a plus.

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