



PR/095963 | Operation Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1599215

Industry

Education

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:03

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

Location

Vietnam

Company and Job Overview

A premium international education provider developing a new campus in Northern Vietnam, delivering high-standard holistic learning aligned with global principles.

Job Responsibilities

- Lead all non-teaching operations to ensure the campus runs efficiently, safely, and in compliance with local regulations and international standards
- Oversee facilities management, including maintenance, upgrades, and overall campus environment quality
- Coordinate third-party service providers such as catering, transportation, cleaning, and security to maintain service

excellence

- Establish and implement health, safety, and emergency procedures; conduct regular inspections and ensure regulatory compliance
- Manage procurement activities for operational supplies, equipment, and services while optimizing cost and quality
- Supervise administrative functions including front office, IT support, and daily operational coordination
- Develop and enforce standard operating procedures (SOPs) across all operational areas
- Plan and control operational budgets, monitor expenses, and support financial planning processes
- Recruit, lead, and develop operational teams, ensuring strong performance and engagement
- Act as a key liaison with parents, external partners, and local authorities regarding operational matters
- Support school leadership by providing operational insights and ensuring alignment with local practices and requirements

Job Requirements

- Bachelor's degree or above in Business Administration, Operations, Facilities Management, or related disciplines
- Minimum 5–7 years of experience in operations management within education, hospitality, or service-driven environments
- Strong background in facilities management, vendor coordination, procurement, and administrative operations
- Proven ability to manage budgets, negotiate contracts, and maintain cost control
- Experience leading cross-functional teams and handling a diverse workforce
- Good understanding of compliance, safety regulations, and operational risk management
- Prior exposure to setting up new facilities or projects is advantageous
- Strong leadership, organizational, and problem-solving capabilities
- Detail-oriented, adaptable, and able to perform effectively under pressure
- Fluent English communication skills, both spoken and written

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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Company Description