



## PR/123804 | Student Recruitment & Admissions Staff (Entry Level)

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1599765

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:55

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Our client, a **Japanese educational organization**, is seeking a Student Recruitment & Admissions Coordinator to expand their student base and manage the enrollment process.

#### Key Responsibilities

Plan and execute recruitment campaigns to attract prospective students

Conduct candidate interviews and evaluate application materials

Deliver presentations at educational institutions to promote programs

Oversee admissions procedures and maintain student records

Organize and facilitate orientation sessions for new enrollees

## Requirements

**Diploma (D3) or Bachelor's degree (S1) in any discipline**

At least **1 year of experience in recruitment, admissions** , or related field

Background in student recruitment at training institutions (LPK) is highly valued

**JLPT N3 certification** or higher

Strong Japanese communication skills with team-oriented mindset

**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.

Privacy Policy Link: <https://www.jac-recruitment.co.id/privacy-policy>

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Company Description