



JAC Recruitment

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JAC Recruitment Indonesia

## PR/124126 | Operational Manager

## Job Information

## Recruiter

[JAC Recruitment Indonesia](#)

## Job ID

1616778

## Industry

Education

## Job Type

Permanent Full-time

## Location

Indonesia

## Salary

Negotiable, based on experience

## Refreshed

October 13th, 2026 10:36

## 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

## Key Responsibilities

- Manage and oversee the daily operational activities of the organization.
- Lead and supervise administrative, student affairs, and training support teams.
- Develop and implement operational policies, procedures, and workflow improvements.
- Monitor operational performance and ensure achievement of company targets.
- Coordinate with internal stakeholders, external partners, and government-related institutions.
- Prepare operational reports and provide recommendations to management.
- Ensure compliance with applicable regulations and company standards.
- Manage budgets, resources, and facility operations efficiently.

- Support recruitment, onboarding, and performance management of operational staff.

#### Requirements

- Strong leadership, problem-solving, and decision-making skills.
- Excellent communication and stakeholder management abilities.
- Experience leading and developing teams.
- Proficient in Microsoft Office (Excel, Word, PowerPoint).
- Strong organizational and project management skills.
- Experience in education, training institutions, recruitment agencies, or overseas manpower placement companies will be an advantage.
- Japanese language proficiency is mandatory.

**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