

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 27th, 2026 11:00

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.

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Company Description