



JAC Recruitment

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JAC Recruitment Vietnam

PR/096340 | [F&B] Operations Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1618514

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:19

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

Location: Hanoi

The establishment is a a teahouse/co-working space

JOB RESPONSIBILITIES

- Manage inventory, ordering processes, and supplier relationships while overseeing daily venue operations, including opening and closing procedures
- Build and manage the staff rotation, train and supervise team members, and ensure smooth day-to-day floor operations.

- Track revenue performance and key operational metrics, manage membership administration and operational documentation, and uphold quality, hygiene, and safety standards.

JOB REQUIREMENTS

- Fluency in English and Vietnamese
- Previous operations management experience for a business, preferably within F&B or hospitality
- Comfortable working with numbers, spreadsheets, reporting, and operational processes.
- Organised, reliable, proactive, and willing to work shift schedules, including evenings and weekends.

BENEFITS

- Competitive salary with bonuses and incentives
- Premium social insurance
- Opportunities for professional development and training

Due to the volume of applications, only shortlisted candidates will be contacted. Thank you for your interest.
#LI-JACVN

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Company Description