

PR/096411 | Clinic Operations Manager

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1623385

Industry
Healthcare, Nursing

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:28

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

About the role
The Operations Manager role offers an opportunity to support the establishment of a new healthcare operation and play a key role in its ongoing management. The position combines project coordination, stakeholder management, and operational leadership throughout both the setup and operational phases.
Responsibilities

- Support the setup and launch of a new healthcare facility.
- Coordinate with internal and external stakeholders regarding licensing, administrative, and operational matters.
- Support the recruitment and management of local employees.
- Assist in establishing operational procedures and processes.
- Ensure smooth day-to-day business and operational activities once the facility is operational.
- Act as a key liaison between local staff and overseas management.

- Handle additional business administration and operational duties as required.

Requirements

- Bachelor's degree in Business Administration, Management, Healthcare Management, or a related field.
- Minimum 05 years of management experience.
- Experience in new business setup, branch or store opening, or project management.
- Experience supporting the establishment of a clinic, retail outlet, service centre, or other new business operation is highly desirable.
- Proven people management experience.
- Business-level English communication skills.
- Healthcare industry experience is preferred but not essential.
- Strong project coordination, problem-solving, and stakeholder management skills.

About the company
A company in the healthcare industry is currently expanding its presence in Vietnam and establishing a new healthcare operation. The organisation is in the process of completing licensing and market entry activities and is focused on building a sustainable local business platform.

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Company Description