

インドネシアの求人なら JAC Recruitment Indonesia

PR/122843 | Operations Officer Japanese Speaker (Medan)

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント インドネシア

求人ID

1549628

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2025年11月11日 01:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒: 準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

We're currently seeking a dynamic **Operations Officer Japanese Speaker** to join our client's team, a leading VISA Service company located in their **Medan Branch Office.** This vacancy is #OpenforFreshGraduate & Training provided!

Responsibilities:

- Process and manage visa applications for various countries, with a focus on Japanese-speaking clients and/or Japanese visa applications.
- Communicate effectively in Japanese (mainly written) with clients, embassies, and consulates to gather required documentation and information.
- · Review and verify visa application documents.
- Maintain accurate records of all visa applications and related documentation.
- Translate documents from Japanese to Bahasa/English and vice versa as needed.

Requirements:

- Hold Min. JLPT N2.
- Excellent communication, interpersonal, and customer service skills.
- Strong attention to detail and organizational skills.
- Proficient in Microsoft Office.
- Based/willing to relocate to Medan

If you are the one who fit the bill, kindly apply as soon as possible and share to anyone you know who might be interested & suitable for the position!

#LI-JACID

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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会社説明