

【英語を活かす】ビザコーディネーター/ Visa Coordinator

国際教育機関にて、ビザコーディネーターの求人がございます。

募集職種**人材紹介会社**

ロバート・ウォルターズ (Robert Walters)

求人ID

1552248

業種

教育・学校

雇用形態

派遣

勤務地

東京都 23区

給与

経験考慮の上、応相談

勤務時間

お問い合わせください

更新日

2025年07月17日 16:01

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

ネイティブ

日本語レベル

流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

An international education institution is seeking a Visa Coordinator. The selected candidate will manage visa-related processes, ensure compliance with immigration laws, and assist students throughout their visa lifecycle. This is a hybrid setup and contract role.

A leading provider in the education sector, this organisation specialises in delivering high-quality support services that empower schools and students to reach their full potential. With a strong reputation for reliability, care, and educational excellence, it continues to attract passionate professionals dedicated to making a meaningful impact.

Keywords:

ビザコーディネーター, 学生ビザ, 留学支援, 日本の入国管理, データベース管理, 国際教育, 求人, 外資系

Job Ref: HVHM2A

Responsibilities:

- Process applications for new student visas, extensions, and status changes
- Assist students in understanding and complying with immigration and internal visa regulations
- Respond to student and stakeholder inquiries related to visa and immigration matters
- Prepare and file accurate immigration status reports
- Maintain and update visa-related data in internal systems

- Monitor for potential visa violations and support compliance efforts
- Collaborate with external vendors supporting visa operations
- Participate in New Student Welcome Week, student activities, and department initiatives

Requirements:

- Practical experience in documentation preparation
- Prior experience with databases and CRM systems
- Basic HTML or CSS knowledge preferred
- Experience studying abroad or handling immigration or study abroad matters is a plus
- Proficient in Excel (VLOOKUP) and Microsoft 365 (Teams, Forms, Power Automate)
- Native level English; fluent level Japanese (JLPT N1)

会社説明

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.