



PR/095963 | Operation Manager

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1599215

業種

教育・学校

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2026年06月26日 11:03

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

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

Location

Vietnam

Company and Job Overview

A premium international education provider developing a new campus in Northern Vietnam, delivering high-standard holistic learning aligned with global principles.

Job Responsibilities

- Lead all non-teaching operations to ensure the campus runs efficiently, safely, and in compliance with local regulations and international standards
- Oversee facilities management, including maintenance, upgrades, and overall campus environment quality
- Coordinate third-party service providers such as catering, transportation, cleaning, and security to maintain service

excellence

- Establish and implement health, safety, and emergency procedures; conduct regular inspections and ensure regulatory compliance
- Manage procurement activities for operational supplies, equipment, and services while optimizing cost and quality
- Supervise administrative functions including front office, IT support, and daily operational coordination
- Develop and enforce standard operating procedures (SOPs) across all operational areas
- Plan and control operational budgets, monitor expenses, and support financial planning processes
- Recruit, lead, and develop operational teams, ensuring strong performance and engagement
- Act as a key liaison with parents, external partners, and local authorities regarding operational matters
- Support school leadership by providing operational insights and ensuring alignment with local practices and requirements

Job Requirements

- Bachelor's degree or above in Business Administration, Operations, Facilities Management, or related disciplines
- Minimum 5–7 years of experience in operations management within education, hospitality, or service-driven environments
- Strong background in facilities management, vendor coordination, procurement, and administrative operations
- Proven ability to manage budgets, negotiate contracts, and maintain cost control
- Experience leading cross-functional teams and handling a diverse workforce
- Good understanding of compliance, safety regulations, and operational risk management
- Prior exposure to setting up new facilities or projects is advantageous
- Strong leadership, organizational, and problem-solving capabilities
- Detail-oriented, adaptable, and able to perform effectively under pressure
- Fluent English communication skills, both spoken and written

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

会社説明