



## PR/123804 | Student Recruitment & Admissions Staff (Entry Level)

### 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

1599765

#### 業種

その他

#### 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

2026年06月26日 11:55

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

日常会話レベル

#### 日本語レベル

流暢

#### 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

Our client, a **Japanese educational organization**, is seeking a Student Recruitment & Admissions Coordinator to expand their student base and manage the enrollment process.

#### Key Responsibilities

Plan and execute recruitment campaigns to attract prospective students

Conduct candidate interviews and evaluate application materials

Deliver presentations at educational institutions to promote programs

Oversee admissions procedures and maintain student records

Organize and facilitate orientation sessions for new enrollees

## Requirements

**Diploma (D3) or Bachelor's degree (S1) in any discipline**

At least **1 year of experience in recruitment, admissions** , or related field

Background in student recruitment at training institutions (LPK) is highly valued

**JLPT N3 certification** or higher

Strong Japanese communication skills with team-oriented mindset

**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