

PR/124126 | Operational Manager

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
1616778

業種
教育・学校

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11月24日 14:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル

日本語レベル
ビジネス会話レベル

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

Key Responsibilities

- Manage and oversee the daily operational activities of the organization.
- Lead and supervise administrative, student affairs, and training support teams.
- Develop and implement operational policies, procedures, and workflow improvements.
- Monitor operational performance and ensure achievement of company targets.
- Coordinate with internal stakeholders, external partners, and government-related institutions.
- Prepare operational reports and provide recommendations to management.
- Ensure compliance with applicable regulations and company standards.
- Manage budgets, resources, and facility operations efficiently.

- Support recruitment, onboarding, and performance management of operational staff.

Requirements

- Strong leadership, problem-solving, and decision-making skills.
- Excellent communication and stakeholder management abilities.
- Experience leading and developing teams.
- Proficient in Microsoft Office (Excel, Word, PowerPoint).
- Strong organizational and project management skills.
- Experience in education, training institutions, recruitment agencies, or overseas manpower placement companies will be an advantage.
- Japanese language proficiency is mandatory.

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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Terms and Conditions Link: https://www.jac-recruitment.co.id/terms-of-use

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会社説明