



## 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10月13日 10:36

### 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.

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#### 会社説明