



【オペレーション マネージャー】 フィリピン駐在 | 観光業界からのステップアップポジション！

フィリピン駐在 日本ビザ申請センターをリードする

## Job Information

### Hiring Company

VFS Services Japan LLC.

### Job ID

1454890

### Industry

Other (Hospitality)

### Company Type

Small/Medium Company (300 employees or less) - International Company

### Non-Japanese Ratio

Majority Japanese

### Job Type

Permanent Full-time

### Location

Philippines

### Salary

Negotiable, based on experience ~ 5.5 million yen

### Refreshed

January 22nd, 2025 01:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level (Amount Used: English usage about 75%)

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

### Visa Status

No permission to work in Japan required

## Job Description

### <当社について>

UAE ドバイに本社を置く **VFS Global** は、各国政府または在外公館より委託を受け、ビザ申請及び領事業務の補助サービスを行っています。現在クライアント政府は60か国を超え、世界144か国で事業展開しています。

### <業務内容>

1. Develop and maintain business relationships with Diplomatic Officials

2. Manage all day-to-day activities (administrative and functional) conducted at the Visa Application Centre
3. Identify incorrect or incomplete information by regular quality checks thereby ensuring accuracy of the visa application
4. Ensure regular Error Monitoring - To monitor track and reduce the number of errors
5. Maintain adherence to the Contract for all processes and ensure adherence to Standard Operating Procedures, manuals etc. without any deviation. Ensure that the teams are mentored
6. Ensure compliance with VFS Global defined principles, policies & procedures as applicable to the role
7. Maintain high standards of ethics, integrity and compliance with corporate procedures
8. Ensure that the entire process is completed within the mandated Turn Around Time
9. Ensure personal & professional development for self and team by conducting trainings on regular basis (product and process trainings)
10. Provide assistance to staff when needed and handle applicant/customer's requests
11. Liaise with various internal enabling units to handle team related queries.
12. Ensure delivery of value added services options and achievement of the targets
13. Manage Visa Application Center productivity and security (physical security and personal data security)
14. Adhere to the environment health and safety policy/ objectives and guidelines of the organization every month, within acceptable limits

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**【雇用条件】**

正社員

入社後すぐフィリピンへの駐在が必要

**【勤務地】**

フィリピン (Manila, Cebu, Davao)

**【給与】**

想定年収：～550万円

**【休日・休暇】**

完全週休二日制（土日祝休み）

**【福利厚生】**

社会保険完備（健康保険／厚生年金／雇用保険／労災保険）

※ご応募の際は、英語の履歴書・経歴書をお送りください。

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**Required Skills****【応募に必要な経験・スキル】**

- Business English
- Native Japanese
- 2 – 5 years' experience preferably in Travel and Tourism or Service industry
- willing to relocate to the Philippines

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