



## PR/094551 | Operations Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1521710

**Industry**

Education

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

February 11th, 2025 10:48

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Company and job overview

Our client is a company in the Education & Training sector.

#### Job Responsibilities

- Jointly responsible for the center's successful financial performance.
- To promote client satisfaction and profitable, long-term business growth, cultivate and preserve good relationships with the center team and clients.
- Take charge of the group to promote operational excellence.
- Class schedules should be planned, coordinated, and managed to maximize the use of available resources and produce excellent learning results.
- Assemble, develop, and train a top-performing group of teachers and support personnel.

#### Job Requirements

- 3 years or more of experience in administrative, managerial, and supervisory positions in service sectors including hospitality and tourism, with a preference for the teaching profession.
- Growth mindset, positive, can-do attitude, flexibility, adaptability, and energy.
- Fluent in English and has outstanding communication abilities both in writing and speaking.
- Ability to understand and use technology with ease.

- Excellent attention to detail, and strong organizational and customer service abilities.

#LI-JACVN

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Company Description