



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122778 | Operation Officer Japanese Speaker

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1523621

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 22:00

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

We're seeking a dynamic **Operations Officer Japanese Speaker** to join our client's team, a leading VISA Service company located in their **Bali Branch Office**. This vacancy is #OpenforFreshGraduate & Training provided!

Responsibilities:

- Process and manage visa applications for various countries, with a focus on Japanese-speaking clients and/or Japanese visa applications.
- Communicate effectively in Japanese (mainly written) with clients, embassies, and consulates to gather required documentation and information.
- Review and verify visa application documents.
- Maintain accurate records of all visa applications and related documentation.

- Translate documents from Japanese to Bahasa/English and vice versa as needed.

Requirements:

- Hold Min. JLPT N2.
- Excellent communication, interpersonal, and customer service skills.
- Strong attention to detail and organizational skills.
- Proficient in Microsoft Office.
- Based/willing to relocate to Bali

If you are the one who fit the bill, kindly apply as soon as possible and share to anyone you know who might be interested & suitable for the position!

Company Description