



## PR/122778 | Operation Officer Japanese Speaker

### 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

1523621

#### 業種

ビジネスコンサルティング

#### 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

2025年03月25日 19:00

### 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

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!

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会社説明