



PR/122779 | 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

1523622

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04月22日 22:00

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 currently seeking a dynamic **Operations Officer Japanese Speaker** to join our client's team, a leading VISA Service company located in their **Makassar 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 Makassar

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!

会社説明