



JAC Recruitment

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Indonesia

## PR/122884 | Secretary (Japanese Speaker)

### Job Information

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

1538114

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

May 1st, 2025 20:10

### 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

Our client, a Japanese Manufacturing company, is looking for Japanese Speaker Secretary with details as follows:

**Responsibilities:**

- Provide secretarial and administrative support to Japanese expatriates and local management, including managing schedules, appointments, and travel arrangements.
- Translate documents and interpret conversations between Japanese and Indonesian speakers.
- Prepare and manage correspondence, reports, and presentations in both Japanese and Indonesian.
- Handle incoming and outgoing communications, including phone calls, emails, and faxes.
- Organize and maintain filing systems, both electronic and physical.
- Coordinate meetings and events, including preparing meeting materials and taking minutes.
- Assist with visa applications, work permits, and other administrative procedures for Japanese expatriates.
- Handle procurement of office supplies and other administrative tasks.
- Perform other related duties as assigned.

**Requirements:**

- Fluent in Japanese (both spoken and written) – JLPT N2 or higher preferred.
- Proficient in Indonesian and English.
- Minimum of 2 years of experience in a secretarial or administrative role, preferably in a Japanese company.
- Strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- High level of discretion and confidentiality.
- Diploma or Bachelor's degree in any field.
- Familiarity with Japanese business etiquette and culture.

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Company Description