



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

## PR/122903 | Office Support Japanese Speaker

### Job Information

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

1538126

**Industry**

Industrial Facilities

**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

**Location: Jakarta Selatan****Requirements:**

- Graduated from any major
- Business level in English and Japanese both verbal and writing
- Experience in supporting company office/operational support

**Job Details:**

- Handle daily administrative tasks and coordination between HQ and Indonesian office
- Support marketing team in organizing projects
- Handle expense report to be submitted to payroll and tax consultant
- Spearheads the sourcing and engagement activities with office contractors and other providers

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Company Description