



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122911 | Japanese Speaker

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1538130

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

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

OVERVIEW

Our client in Oil and Gas sector looking for Japanese Speaker candidate to support daily office operations, secretarial duties, and assist in the setup and establishment of office functions.

JOB RESPONSIBILITIES

- Assist in daily office administrative tasks, including documentation, correspondence, and filing
- Provide secretarial support to management, such as scheduling meetings, preparing minutes, and coordinating travel arrangements
- Facilitate communication and translation between Japanese and local teams
- Support with agent in the office establishment process, including vendor coordination, procurement of office supplies and equipment, and ensuring office readiness

- Supporting HRGA administration

JOB REQUIREMENTS

- Min. Bachelor's degree in any major
- Having experience as Japanese Speaking min. 2 years
- Able to speak Japanese and have min. JLPT N3 Certificate
- Previous experience in administrative or secretarial role is an advantage

Company Description