



JAC Recruitment

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Indonesia

## PR/122936 | Secretary Japanese Speaker

### Job Information

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

1538147

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

May 1st, 2025 20:11

### 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

**Job Desc:**

- Provide high-level secretarial and administrative support, including managing calendars, scheduling meetings and appointments, and making travel arrangements.
- Translate documents and interpret conversations between Japanese and Indonesian/English speakers accurately and efficiently.
- Prepare and manage correspondence, reports, presentations, and other documents in both Japanese and English.
- Organize and maintain filing systems, both electronic and physical
- Assist with visa applications, work permits, and other administrative procedures for Japanese expatriates (if applicable).

### Company Description