



JAC Recruitment

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Indonesia

PR/122884 | Secretary (Japanese Speaker)

Job Information

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

1541710

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 05:00

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