



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122903 | Office Support Japanese Speaker

Job Information

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

1541721

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 13:16

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