



JAC Recruitment

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Indonesia

PR/122910 | Secretary Japanese Speaker

Job Information

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

1541724

Industry

Logistics, Storage

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

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.
- Coordinate meetings and events, including preparing meeting materials and taking minutes.

Requirements:

- Fluent in Japanese (both spoken and written) – JLPT N2 or higher preferred.

- Proficient in Indonesian and English.
- Strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Familiarity with Japanese business etiquette and culture.

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Company Description