



JAC Recruitment

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Indonesia

PR/122936 | Secretary Japanese Speaker

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1541739

Industry

Civil Engineering and Construction

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

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