



JAC Recruitment

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Indonesia

PR/123004 | Secretary Japanese Speaker

Job Information

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

1544014

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

June 10th, 2025 10:45

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 support to Japanese Director, including managing schedules, appointments, and assisting day to day business activities.
- Translate documents and interpret conversations between Japanese and Indonesian speakers.
- Prepare and manage correspondence, reports, and presentations in both Japanese and Indonesian once needed.
- Taking Meeting of Minutes, arranging meeting, book hotel, and travel arrangements.

Requirements:

- Fluent in Japanese (both spoken and written).
- Having JLPT min. N2 is preferred.
- Excellent in daily business Indonesian and English communication.
- Strong computer skills, including proficiency in Microsoft Office.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.

- Familiarity with Japanese business etiquette and culture.

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Company Description