



JAC Recruitment

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Indonesia

## PR/123004 | Secretary Japanese Speaker

### Job Information

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

1549672

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 17:22

### 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.

#LI-JACID

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Company Description