



PR/123246 | Japanese Interpreter & Secretary

Job Information

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

1559400

Industry

Securities

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 11:24

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Requirements:

- Fluent in Japanese (JLPT N1 or N2 preferred, JLPT N3 holders are also welcome to apply)
- Experience in Japanese interpretation and translation is highly preferred
- Fluent English communication skills are also highly valued
- Strong administrative skills and attention to detail
- Willing to work in the Cibinong, Bogor area

Responsibilities:

- Serve as interpreter and secretary for Japanese expatriates
- Support daily communication, scheduling, and administrative coordination

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Company Description