

# インドネシアの求人なら JAC Recruitment Indonesia

# 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

October 21st, 2025 21:00

### 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

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description