



インドネシアの求人なら
JAC Recruitment Indonesia

PR/123346 | ENGINEER

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1564307

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

December 2nd, 2025 12:01

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

Responsibilities:

1. Assistance with bidding operations
2. Business letter preparation
3. Quotation preparation
4. Drawing review
5. Researching new project information
6. Meeting arrangement and reporting
7. New project work (coordination work, contract work, construction site work)

Qualifications:

1. Civil engineering graduate (ITB graduate preferred)
2. Proficient in English (capable of contract negotiations and quotation preparation)
3. In their 20s (fresh graduates welcome)
4. Neat and tidy appearance (as the role involves client negotiations)
5. Extroverted and sociable personality (as the role involves client negotiations)
6. Internship experience preferred
7. Able to attend face-to-face interview in Central Jakarta

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.

Privacy Policy Link: <https://www.jac-recruitment.co.id/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.id/terms-of-use>

Company Description