



JAC Recruitment

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JAC Recruitment Indonesia

PR/123512 | Secretary to BOD - Interpreter (JLPT N1 / N2)

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1574812

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 08:01

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities

1. Deliver accurate real-time Japanese-Indonesia interpretation for BOD discussions, presentations, and negotiations.
2. Manage executive scheduling, correspondence, document translation, and confidential administrative tasks.
3. Facilitate cultural bridge between Japanese executives and local teams.

Requirements

1. JLPT N1 certification with demonstrated excellence in speaking, reading, and interpreting.
2. Prior experience as a secretary or interpreter in a corporate/multinational environment.
3. Exceptional organizational skills, attention to detail, and MS Office proficiency.

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Company Description