



PR/123602 | Business Development Officer

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1579710

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

April 7th, 2026 08:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Scope of Work:**Information Gathering**

- Provide regular updates on news articles related with energy sector.
- Conduct ongoing research of national and local energy policies, as well as to monitor regulatory shifts in relation with power business.

Networking

- Building relationships with new and existing stakeholders in order to obtain inner circle information.

- Support and coordination of correspondence to key stakeholders including Ministry/SOE/local authorities.
- Attend and prepare Minutes of Meeting with key stakeholders including Ministry/SOE/local authorities.

Project Development

- Maintain company's accounts as developer in PT PLN (Persero) system.

General Affairs

- Ensure proper documentation and filing of information of PICs, business development materials and correspondences.
- Support Business Development Manager/Director in day-to-day activity with adequate, timely and accurate information.
- Conduct other supporting tasks as requested by management (Manager above level).

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Company Description