



PR/123864 | Receptionist

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1599799

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:55

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

We are seeking a professional, friendly, and organized individual to be our Receptionist and act as the first point of contact for visitors, guests, and callers. The Receptionist is expected to manage the front desk, provide excellent customer service, handle administrative tasks, and support daily office operations to ensure a welcoming and efficient workplace.

Job Description

- Stand by at the reception desk to greet and assist visitors, ensure the area is presentable, and manage incoming inquiries.
- Arrange and coordinate driver schedules, including assigning pick-ups/drop-offs, communicating routes and times, and confirming driver availability.
- Schedule and coordinate courier services for outgoing and incoming packages; track shipments and ensure timely pickup/delivery.
- Stand by at meeting rooms to welcome attendees, assist with room setup, provide necessary materials, and support

meeting logistics.

- Assisting with in-house corporate events hosted by company, either within or outside the office premise.
- Perform other duties as assigned to support the office team.

Required qualifications:

- Minimum D3 or Bachelor's degree
- 1+ year of experience in a receptionist, customer service, or administrative role preferred
- Good command of written and spoken English
- Strong organizational, communication and interpersonal skills
- Reliable, punctual, and presentable appearance
- Competent in MS Office (Word, Excel, PowerPoint and Outlook) and IT skills

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Company Description