



PR/123929 | Secretary & General Affairs

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1602997

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

July 21st, 2026 10:36

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

Responsibilities:

- * Provide secretarial and administrative support to the Chief Representative.
- * Support General Affairs functions, including office operations, administrative tasks, and ensuring compliance with Company policies and procedures.

Qualifications:

- * Minimum bachelor's degree (S1) in any discipline.
- * 2 to 5 years of experience in secretarial, administrative, or general affairs functions.
- * Excellent communication and interpersonal skills.
- * Fluent in both written and spoken English.
- * Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, etc).

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Company Description