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JAC Recruitment Indonesia

PR/124003 | Japanese Interpreter Sales Support

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1609287

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 10:45

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

- Japanese – Indonesia/Japanese – English (Vice Versa) Translator & Interpreter
- Assist Japanese Expatriate for Customer Communication, Business related and local employees
- Prepare and manage sales related documents, such as PO, DO, contracts, customer registration, and other supporting documents
- Prepare product samples for customer evaluation.
- Assist in product demonstrations

Requirements:

- Minimum JLPT N3

- Minimum 1 year of experience as Japanese Translator/Interpreter is preferred
- Has experience in Sales Administration, familiar with ERP will be an advantage.
- Experience communicating with Japanese customers, suppliers, or business partners

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Company Description