

PR/124045 | Liaison Officer - Office Support Staff (Japanese Speaker)

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1612845

Industry
Other

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 05:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
Daily Conversation Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Our client, an education and training organization supporting Japan-related programs, is looking for a Japanese-speaking Liaison Officer to support communication and coordination with Japanese stakeholders and visitors.

Key Responsibilities
- Liaise with Japanese clients, partners, and visiting stakeholders
- Provide Japanese-Indonesian interpretation and translation support
- Coordinate interviews, school visits, business meetings, and visitor schedules
- Arrange transportation, accommodation, and hospitality-related activities
- Accompany and support Japanese visitors during their stay in Indonesia
- Support administrative tasks, reporting, and internal coordination

Requirements
- Diploma or Bachelor's degree, preferably in Japanese Language, Japanese Literature, or related fields
- Japanese proficiency at JLPT N3 level or equivalent communication ability
- Fresh graduates are encouraged to apply
- 6 months to 1 year of working experience in LPK is an advantage
- Good communication and interpersonal skills
- Energetic, proactive, and comfortable interacting with Japanese stakeholders

Willing to travel between Cikarang or Bali, with potential business trips to Japan

#LI-JACID

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description