



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

September 29th, 2026 08:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Daily Conversation

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

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Company Description