



PR/124047 | PPC Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1612846

Industry

Other (Manufacturing)

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

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client, a Japanese manufacturing company, is looking for a PPC Staff to support production-related data management and reporting activities.

Key Responsibilities

- Compile and manage production-related data
- Prepare regular production reports using Microsoft Excel
- Monitor and maintain production planning and control data
- Analyze and organize manufacturing data for internal reporting
- Coordinate with production and related departments regarding data updates
- Support other PPC administrative and reporting activities

Requirements

- Diploma or Bachelor's degree in any relevant field
- Minimum 1.5–2 years of experience in PPC, Production Control, Production Administration, or related roles
- Experience in automotive and/or electronics manufacturing companies is required
- Strong Microsoft Excel skills are essential; able to use VLOOKUP, SUMIF, Pivot Table, and other Excel functions
- confidently
- Good numerical and data management skills

Detail-oriented and comfortable handling production data
Good communication and coordination skills

#LI-JACID

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Company Description