



PR/124086 | Japanese Interpreter

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1616050

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

October 6th, 2026 10:29

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

- Provide interpretation support between Japanese and Indonesian/English for daily business communication, meetings, and discussions.
- Deliver and convey messages accurately in Japanese, ensuring communication between parties.
- Assist in translating written documents, emails, reports, and other business correspondence as needed.
- Compose and respond to emails in polite and formal Japanese appropriate for a business environment.
- Support Japanese expatriates and local staff in communication and coordination activities.
- Facilitate smooth communication and maintain confidentiality of sensitive information.

Requirements:

- JLPT N1 is preferred; candidates with JLPT N2 may be considered if they demonstrate advanced Japanese communication skills.
- Proven ability to interpret conversations and deliver messages accurately in Japanese.
- Strong written Japanese skills with the ability to draft and reply to business emails in polite and formal Japanese.
- Detail-oriented, organized, and able to work in a professional business environment.
- Prior experience as a Japanese Interpreter, Translator, or Japanese-speaking support staff is an advantage.
- Proficient in Microsoft Office applications is preferred.

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Company Description