

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
November 3rd, 2026 11:00

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.

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