

PR/124071 | Public Relations Coordinator

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1621147

Industry
Railway, Airline, Other Transport

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 09:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

The Public Relations Coordinator role supports corporate communications, stakeholder engagement, and reputation management initiatives for a growing port and logistics infrastructure company. The position serves as a key link between the organisation and its external stakeholders, including government institutions, local communities, the media, and business partners, while promoting a positive and consistent corporate image.

The role manages communication activities, media engagement, social media presence, and corporate social responsibility (CSR) programmes that strengthen stakeholder relationships and support the company's strategic objectives. The successful candidate will play an important part in enhancing the company's reputation, fostering community engagement, and ensuring effective communication across a wide range of audiences.

Responsibilities

- Build and maintain strong relationships with government agencies, local communities, the media, and other key

stakeholders

- Manage corporate communications and public relations activities, including media relations, press releases, and public announcements
- Oversee the company’s social media presence and develop communication materials to support corporate branding and engagement
- Plan and execute CSR initiatives, monitor public issues, and support crisis communication to protect and strengthen the company’s reputation

Requirements

- Bachelor’s degree (S1) in Public Relations, Communications, or a related field; a master’s degree (S2) is preferred
- Minimum 2 years of experience in public relations, corporate communications, government relations, or a related field
- Strong communication, stakeholder management, and relationship-building skills
- Good English proficiency and business writing skills
- Proficiency in Microsoft Office and Canva or similar content creation tools
- Experience managing social media and supporting CSR or community engagement programmes would be an advantage

About the company

A growing company in the port and logistics infrastructure industry. The organisation supports maritime and logistics activities while maintaining relationships with government institutions, local communities, business partners, and other stakeholders.

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Company Description