

PR/124158 | Liaison Officer - Japanese Speaker (Bali)

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1621151

Industry
Other

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 09:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Daily Conversation Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

About the role
Our client is seeking a Japanese-speaking Liaison Officer to support communication and coordination with Japanese stakeholders, partners, and visitors. The role involves interpretation, translation, visitor support, event coordination, and administrative activities in a dynamic education and training environment.

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 a related field
- Japanese proficiency at JLPT N3 level or equivalent communication ability
- Fresh graduates are encouraged to apply
- Experience of 6 months to 1 year in an LPK environment would be an advantage
- Good communication and interpersonal skills
- Energetic, proactive, and comfortable interacting with Japanese stakeholders
- Willingness to travel between Cikarang and Bali, with potential business trips to Japan

About the company
A company in the education and training industry is seeking a Japanese-speaking professional to support communication and coordination activities involving Japanese stakeholders. The organisation focuses on programmes related to education, training, and international collaboration.

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Company Description