

PR/124164 | Japanese Interpreter & General Affairs

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1621155

Industry
Restaurant, Food Service

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Fluent 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 Interpreter & General Affairs to support Japanese management while overseeing General Affairs operations within a manufacturing environment. This role combines interpretation, business communication, expatriate support, and GA administration, requiring strong coordination skills and the ability to work closely with both Japanese and Indonesian stakeholders.

Responsibilities

- Supervise and coordinate company driver activities and operational transportation
- Arrange and monitor company operational vehicles, including rental cars and vehicle maintenance
- Coordinate and maintain relationships with General Affairs-related vendors
- Handle Japanese expatriate work permit, immigration, and related administrative matters
- Monitor document validity, renewal schedules, and administrative compliance requirements

- Provide Japanese-Indonesian interpretation during meetings, site visits, and business activities
- Prepare and translate business correspondence, reports, announcements, and other documents between Japanese and Indonesian
- Support Japanese management with communication, documentation, and meeting administration, including minutes and summaries

Requirements

- Bachelor's degree in any discipline
- JLPT N2 certification
- Minimum two years of experience in a Japanese manufacturing company
- Previous experience as a Japanese Interpreter, General Affairs, HRGA, or a related position is preferred
- Experience supporting Japanese expatriates or Japanese management is highly preferred
- Good command of Japanese and Bahasa Indonesia; English proficiency would be an advantage
- Proficient in Microsoft Office, including Word, Excel, PowerPoint, and Outlook
- Strong communication, coordination, and interpersonal skills
- Good understanding of Japanese business culture and working etiquette
- Detail-oriented, organised, proactive, and able to work independently
- Able to handle confidential information professionally
- Capable of managing multiple priorities in a fast-paced environment

About the company
A company in the food manufacturing industry is seeking a Japanese-speaking professional to support communication between Japanese management and local teams while overseeing General Affairs operations. The company operates in a dynamic manufacturing environment with close collaboration between Japanese and Indonesian stakeholders.

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Company Description