

PR/124204 | Admin Staff (Japanese Speaker)

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1624008

Industry
Logistics, Storage

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
Daily Conversation Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Responsibilities

- Process Purchase Orders (POs) and Sales Orders accurately, while maintaining organized records and documentation.
- Manage spare parts inventory and prepare shipping documents, warranty documentation, and related administrative records.
- Maintain and update customer and machine databases, ensuring data accuracy and completeness.
- Prepare and submit monthly reports in a timely manner.
- Provide administrative and documentation support to the Technical Department to ensure smooth daily operations.

Requirements

- Bachelor's degree in Japanese Language, Business Administration, or a related field.
- Basic proficiency in English communication, both written and spoken.

- Japanese Language Proficiency (JLPT N3).
- Proficient in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Good understanding of general office administration, documentation management, and data maintenance processes.
- Detail-oriented, organized, and capable of handling multiple administrative tasks efficiently.

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