



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122911 | Japanese Speaker

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1538130

業種

その他

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年05月01日 20:10

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

OVERVIEW

Our client in Oil and Gas sector looking for Japanese Speaker candidate to support daily office operations, secretarial duties, and assist in the setup and establishment of office functions.

JOB RESPONSIBILITIES

- Assist in daily office administrative tasks, including documentation, correspondence, and filing
- Provide secretarial support to management, such as scheduling meetings, preparing minutes, and coordinating travel arrangements
- Facilitate communication and translation between Japanese and local teams
- Support with agent in the office establishment process, including vendor coordination, procurement of office supplies and equipment, and ensuring office readiness

- Supporting HRGA administration

JOB REQUIREMENTS

- Min. Bachelor's degree in any major
- Having experience as Japanese Speaking min. 2 years
- Able to speak Japanese and have min. JLPT N3 Certificate
- Previous experience in administrative or secretarial role is an advantage

会社説明