



PR/122884 | Secretary (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

1541710

業種

自動車・自動車部品

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2025年05月20日 13:16

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

Our client, a Japanese Manufacturing company, is looking for Japanese Speaker Secretary with details as follows:

Responsibilities:

- Provide secretarial and administrative support to Japanese expatriates and local management, including managing schedules, appointments, and travel arrangements.
- Translate documents and interpret conversations between Japanese and Indonesian speakers.
- Prepare and manage correspondence, reports, and presentations in both Japanese and Indonesian.
- Handle incoming and outgoing communications, including phone calls, emails, and faxes.
- Organize and maintain filing systems, both electronic and physical.
- Coordinate meetings and events, including preparing meeting materials and taking minutes.
- Assist with visa applications, work permits, and other administrative procedures for Japanese expatriates.
- Handle procurement of office supplies and other administrative tasks.
- Perform other related duties as assigned.

Requirements:

- Fluent in Japanese (both spoken and written) – JLPT N2 or higher preferred.
 - Proficient in Indonesian and English.
 - Minimum of 2 years of experience in a secretarial or administrative role, preferably in a Japanese company.
 - Strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
 - Excellent organizational and time management skills.
 - Strong communication and interpersonal skills.
 - Ability to work independently and as part of a team.
 - High level of discretion and confidentiality.
 - Diploma or Bachelor's degree in any field.
 - Familiarity with Japanese business etiquette and culture.
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会社説明