



## PR/122910 | 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

1549644

#### 業種

物流・倉庫

#### 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07月08日 17:21

### 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

#### 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.
- Coordinate meetings and events, including preparing meeting materials and taking minutes.

#### Requirements:

- Fluent in Japanese (both spoken and written) – JLPT N2 or higher preferred.

- Proficient in Indonesian and English.
- Strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Familiarity with Japanese business etiquette and culture.

#LI-JACID

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会社説明