



## PR/123004 | 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

1549672

#### 業種

その他（メーカー）

#### 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 17:22

### 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 support to Japanese Director, including managing schedules, appointments, and assisting day to day business activities.
- Translate documents and interpret conversations between Japanese and Indonesian speakers.
- Prepare and manage correspondence, reports, and presentations in both Japanese and Indonesian once needed.
- Taking Meeting of Minutes, arranging meeting, book hotel, and travel arrangements.

#### Requirements:

- Fluent in Japanese (both spoken and written).
- Having JLPT min. N2 is preferred.
- Excellent in daily business Indonesian and English communication.
- Strong computer skills, including proficiency in Microsoft Office.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.

- Familiarity with Japanese business etiquette and culture.

#LI-JACID

**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.

Privacy Policy Link: <https://www.jac-recruitment.co.id/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.id/terms-of-use>

---

会社説明