



## PR/123246 | Japanese Interpreter & Secretary

### 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

1559400

#### 業種

証券

#### 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09月23日 11:24

### 応募必要条件

#### キャリアレベル

中途経験者レベル

#### 英語レベル

無し

#### 日本語レベル

無し

#### 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

#### Requirements:

- Fluent in Japanese (JLPT N1 or N2 preferred, JLPT N3 holders are also welcome to apply)
- Experience in Japanese interpretation and translation is highly preferred
- Fluent English communication skills are also highly valued
- Strong administrative skills and attention to detail
- Willing to work in the Cibinong, Bogor area

#### Responsibilities:

- Serve as interpreter and secretary for Japanese expatriates
- Support daily communication, scheduling, and administrative coordination

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会社説明