



PR/123512 | Secretary to BOD - Interpreter (JLPT N1 / N2)

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

1574812

業種

その他（メーカー）

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

2026年03月10日 06:00

応募必要条件

職務経験

1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

流暢

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

Key Responsibilities

1. Deliver accurate real-time Japanese-Indonesia interpretation for BOD discussions, presentations, and negotiations.
2. Manage executive scheduling, correspondence, document translation, and confidential administrative tasks.
3. Facilitate cultural bridge between Japanese executives and local teams.

Requirements

1. JLPT N1 certification with demonstrated excellence in speaking, reading, and interpreting.
2. Prior experience as a secretary or interpreter in a corporate/multinational environment.
3. Exceptional organizational skills, attention to detail, and MS Office proficiency.

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会社説明