



PR/124045 | Liaison Officer - Office Support Staff (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

1612845

業種

その他

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

2026年09月29日 08:00

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

基礎会話レベル

日本語レベル

日常会話レベル

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, an education and training organization supporting Japan-related programs, is looking for a Japanese-speaking Liaison Officer to support communication and coordination with Japanese stakeholders and visitors.

Key Responsibilities

- Liaise with Japanese clients, partners, and visiting stakeholders
- Provide Japanese-Indonesian interpretation and translation support
- Coordinate interviews, school visits, business meetings, and visitor schedules
- Arrange transportation, accommodation, and hospitality-related activities
- Accompany and support Japanese visitors during their stay in Indonesia
- Support administrative tasks, reporting, and internal coordination

Requirements

- Diploma or Bachelor's degree, preferably in Japanese Language, Japanese Literature, or related fields
- Japanese proficiency at JLPT N3 level or equivalent communication ability
- Fresh graduates are encouraged to apply
- 6 months to 1 year of working experience in LPK is an advantage
- Good communication and interpersonal skills
- Energetic, proactive, and comfortable interacting with Japanese stakeholders

Willing to travel between Cikarang or Bali, with potential business trips to Japan

#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.

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会社説明