

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11月10日 16:00

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