

PR/124158 | Liaison Officer - Japanese Speaker (Bali)

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
1621151

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03日 10:54

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
日常会話レベル

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

About the role
Our client is seeking a Japanese-speaking Liaison Officer to support communication and coordination with Japanese stakeholders, partners, and visitors. The role involves interpretation, translation, visitor support, event coordination, and administrative activities in a dynamic education and training environment.

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 a related field
- Japanese proficiency at JLPT N3 level or equivalent communication ability
- Fresh graduates are encouraged to apply
- Experience of 6 months to 1 year in an LPK environment would be an advantage
- Good communication and interpersonal skills
- Energetic, proactive, and comfortable interacting with Japanese stakeholders
- Willingness to travel between Cikarang and Bali, with potential business trips to Japan

About the company
A company in the education and training industry is seeking a Japanese-speaking professional to support communication and coordination activities involving Japanese stakeholders. The organisation focuses on programmes related to education, training, and international collaboration.

#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