



PR/122496 | Secretary

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1506518

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 10:20

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Requirements:

- Bachelor's degree in Secretarial Studies, Administration, or a related field.
- At least 2 years of relevant work experience.
- Possession of JLPT N1 certificate is required.
- Preferably graduated from a university in Japan or has work experience in Japan.
- Strongly result-oriented.

Job Description:

- Maintain the Director's agenda and schedule appointments, meetings, and conferences.
- Attend meetings and keep minutes.
- Handle and prioritize all outgoing and incoming correspondence.
- Communicate with other departments.
- Make travel arrangements for in-office professionals and special visitors.
- Open and screen mail, responding to correspondence and inquiries.

- Prepare program materials and resolve issues with equipment, form completion, and follow-up as appropriate.
 - Ensure compliance and operational risk controls in accordance with institutional or regulatory standards and policies.
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Company Description