



## PR/122825 | Corporate Relations & Business Support Lead

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1525655

**Industry**

Petrochemical, Energy

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

March 11th, 2025 10:34

### 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

**Location:** North Jakarta

**Industry:** Marine Logistic (Oil&Gas) - State-Owned Enterprises (BUMN)

**Specific Condition:** 1 Year Contract

We are looking for a dynamic **Lead of Corporate Relations & Business Support** to represent the company in both **domestic and international settings**. In this role, you will play a key part in **upholding the corporate image** and **fostering strong relationships** with the **media, government, and business partners**.

**Qualifications:**

- Bachelor's Degree (S1) in **Public Relations, Sales & Marketing, Business Administration**, or any related field. [Graduates from **top universities** are highly preferred]
- **2-5 years of experience** in **Corporate Relations, Marketing, or Public Relations**.
- **Experience in State-Owned Enterprises (BUMN/Persero)** or large corporations will be a **strong advantage**.

- Excellent communication skills in **English**, both written and verbal.
- Proven **network and strong relationships** with media, government institutions, and business partners.

**Responsibilities:**

- **Arrange and coordinate meetings** for **Directors, Management, and Clients**, including **selecting venues**, managing schedules, ensuring seamless execution.
- Manage **external communications**, including coordination with **media, clients, and stakeholders**, and organize meetings or events aligned with company objectives.
- Support the **Marketing and External Relations teams** to achieve corporate targets.
- Design and implement **marketing and external communication strategies** to strengthen **sales performance and corporate reputation**, in accordance with applicable regulations.

**Think you tick all the boxes? Great!**

After applying, send me an email to explaining briefly why you're the best fit for this role. Your next big career move starts here!

#LI-JACID

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Company Description