



# OTSUKA'S HIRING!

## BUSINESS DEVELOPMENT MANUFACTURING SUPPORT STAFF (JAPANESE SPEAKER)

### Job Summary

The Manufacturing Support Staff will assist the Manufacturing Support Assistant Manager in manufacturing operations support, production coordination, and documentation. This role will focus on monitoring production schedules, preparing reports, ensuring quality control support, and facilitating communication between internal and external stakeholders to ensure smooth manufacturing processes.

### Job Requirements

- Bachelor's degree in any major (Preferred: Industrial Engineering, Food Technology, Business Administration, or Japanese Studies)
- Experience working at a Japanese company in Indonesia or Japan is required.
- Japanese ( JLPT N2 or above) and English (TOEIC 700+ or TOEFL ITP 500+).
- Proficiency in Microsoft Office (Excel, PowerPoint, Word).
- Basic understanding of manufacturing processes or production planning is preferable but not required.
- Excellent organizational, multitasking, communication, coordination, time-management and problem-solving skills.

Scan to Apply!



Apply before  
25 April 2025

For more detailed information, visit us at:

<https://careerotsuka.aio.co.id>



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