



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122948 | General Affair Staff

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1538156

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

May 1st, 2025 20:11

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

OVERVIEW

Our client, in manufacturing industry are currently looking for General Affair to support day to day operational and administrative activities.

JOB RESPONSIBILITIES

- Manage and maintain company facilities to ensure cleanliness, security, office equipment, and functionality
- Handle procurement and inventory of general supplies, office equipment, and utilities
- Coordinate company assets, such as vehicles, and work equipment
- Support company events
- Assist in managing building and asset maintenance
- Ensure compliance with with HSE regulations
- Provide administrative support

JOB REQUIREMENTS

- Min. bachelor's degree in any major
- Have min. 2 years in similar roles
- Able to speak English
- Ability to handle multiple tasks in a timely manner
- Honest, responsible, and good team player

Company Description