



JAC Recruitment

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Indonesia

## PR/122885 | Assistant General Manager

### Job Information

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

1541711

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

June 3rd, 2025 05:00

### 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

Our client, a Japanese logistic company, is looking for Assistant General Manager with details as follows:

**Key Responsibilities:**

- Contribute to the creation and implementation of strategic company plans.
- Examine market trends, competitor actions, and identify potential growth areas.
- Direct daily operations to guarantee efficiency and achievement of targets.
- Formulate operational enhancements to boost productivity and effectiveness.
- Verify adherence to all relevant legal standards.
- Work with the legal team on business agreements and partnerships.
- Mitigate legal risks associated with company operations and finances.
- Review financial statements to ensure the company's fiscal stability.
- Partner with the finance team on budgeting, forecasting, and cash flow control.
- Work with the human resources and general administration team for effective people management.
- Evaluate employee performance and cultivate a productive work environment.
- Design employee development initiatives, including training and recruitment.
- Supervise the acquisition of goods and services.
- Streamline supply chain processes for cost-effectiveness and operational continuity.

**Key Requirements:**

- Bachelor's or Master's degree in Administration, Commerce, Finance, Jurisprudence, or a related discipline.
  - A minimum of 5-10 years of experience in business administration, workflow management, or senior roles, with exposure to human resources, accounting, and finance.
  - At least 5 years of managerial experience.
  - Deep understanding of marketing tactics, business procedures, financial analysis, and human resources and general administrative oversight.
  - Knowledge of commercial law, service guidelines, and business permits.
  - Proficiency in developing business plans, budgets, forecasts, and profitability assessments.
  - Strong interpersonal and negotiation abilities.
  - Capacity to work collaboratively with various teams (marketing, workflow, finance, human resources, general administration, etc.).
  - Robust leadership abilities and the capacity for strategic decision-making.
  - Goal-driven with the ability to navigate organizational changes.
  - Strong team leadership qualities and receptive to new management philosophies.
  - Competence in English.
  - Preferably experience within the distribution industry.
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**Company Description**