



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122968 | HRGA

Job Information

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

1541757

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 20:00

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

OVERVIEW

Our client, a new established company in energy sector are currently looking for HRGA to support the foundational setup and day-to-day operations.

JOB RESPONSIBILITIES

- Manage HR administration
- Prepare employment contracts
- Create policies or SOP for the HRGA department
- Ensure compliance with company policies and relevant labor regulations
- Manage office supplies, equipment procurement, and inventory control

- Oversee office maintenance
- Coordinate with external vendors and service providers
- Support the administration needs of office operations

JOB REQUIREMENTS

- Min. Bachelor's degree in any major
- Able to speak English
- Having experience in handle HRGA related field

Company Description