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JAC Recruitment Indonesia

PR/123151 | General Affairs

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1559385

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 11:23

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description

- Manage daily office operations, including supplies, equipment, and facility maintenance.
- Assist in drafting, reviewing, and managing various company contracts, agreements, and legal documents.
- Ensure the company's compliance with local, state, and national regulations.
- Liaise with external legal counsel, government agencies, and other relevant third parties.
- Handle administrative tasks related to company licenses, permits, and certifications.
- Support internal departments with their administrative and legal needs.
- Organize company events, meetings, and travel arrangements as needed.

Requirements

- Bachelor's degree in Law, Business Administration, or a related field.
- Proven experience in a general affairs, administrative, or similar role.
- A strong understanding of legal principles, contracts, and corporate compliance.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong communication and interpersonal skills.
- Ability to work independently and manage multiple tasks simultaneously.

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information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description