



## PR/123252 | Tax Officer

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1559403

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

January 13th, 2026 16:00

### 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**

You will be responsible for handling our company's tax-related operations under the supervision of a Japanese manager, your main duties will include:

- Reviewing and processing tax-related documents
- Verifying accounting vouchers from a tax perspective
- Checking tax-related documents during payment requests
- Managing and guiding tax procedures at branch offices (high workload)
- Promoting work based on regular reporting, communication, and consultation with your supervisor

**Required Skills and Experience**

- Bachelor's degree in Taxation or related field

- +1 year experience as tax officer
- Experience in Drafter duties using Coretax
- Experience in preparing or submitting SPT Tahunan Badan (Annual Corporate Tax Return) is a plus
- Practical tax experience at a head office level, including:
- Experience dealing with tax offices (not just audits, but with a broad and strategic view of tax matters)
- Ability to verify tax documents related to accounting vouchers and payment requests (most important)
- Strong attention to detail and accuracy in document checking
- Ability to coordinate and guide tax matters with branch offices
- Strong communication skills & a great team player

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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#### Company Description