



JAC Recruitment

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JAC Recruitment Indonesia

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