



## PR/123604 | HRGA Assistant Manager JS

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1579712

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

June 2nd, 2026 06:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Job Description:**

- Supervise, control, monitor HRGA daily operation
- Expertise in HRGA matters include, expatriate documents, Indonesia Labor Law, Compensation & Benefit, Recruitment, Remuneration, Performance appraisal, etc
- Reports to Manager

**Requirements:**

- Bachelor's degree from any major
- +7 years experience in HRGA for Japanese companies preferably
- Fluent in Japanese & English, with minimum JLPT N2 level
- Able to work individually or in a team

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## Company Description