



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