



## PR/123626 | HRGA Manager (Japanese Speaker)

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1581765

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

June 16th, 2026 13:02

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Daily Conversation

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Job Responsibilities:**

- Handle recruitment processes for local positions, coordinating with recruitment vendors.
- Maintain employee records, contracts, and ensure compliance with Indonesian labor law.
- Manage office administration: facilities, utilities, vendor management, supplies, and petty cash.
- Act as a liaison between the Indonesian office and the Japanese headquarters.
- Communicate with external partners such as HR consultants, payroll/tax consultant, and vendors.
- Handle expatriate VISA, working permits in collaborations with external partner/consultants.

**Requirements:**

- Experience in HRGA roles (min. 4 years).
- Experience working in a Japanese company is an advantage.
- English: Required.
- Japanese: Preferred (for communication with expatriates).
- Strong knowledge of Indonesian labor regulations.

- Ability to work independently and build HRGA functions.

#LI-JACID

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Company Description