



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

April 7th, 2026 10:01

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