



PR/123655 | HRGA Japanese speaker

## Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1582387

**Industry**

Amusement, Entertainment

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

April 28th, 2026 05:00

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

**Job Responsibilities:**

- Interpret (Japanese ⇄ English / Indonesian) for meetings, documents, and office internal communication.
- Communicate with AEON Entertainment's headquarters in Japan.
- Support the process of company establishment and company registration.
- Support visa procedures for Japanese expatriates.
- Handle HR operations (recruitment, onboarding, employee documentation, coordination with agents).
- Assist in preparing company HR policies and administration systems.
- Support general administrative work as needed.
- Coordinate with Legal, Accounting, and IT outsourcing companies.

**Requirements:**

- Experience in HR (required) – any HR role is acceptable.
- Experience in HRGA at Japanese companies is a plus.
- Experienced manage all HRGA functions will be an advantage but not mandatory.

- Strong knowledge of Indonesian labor regulations.
- Ability to work independently and build HRGA functions.

#LI-JACID

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Company Description