



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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.id/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.id/terms-of-use>

Company Description