



CR/123716 | Admin & Accounting Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1589500

Industry

Audit, Tax Accounting

Job Type

Contract

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

April 21st, 2026 10:43

General Requirements

Minimum Experience Level

Over 1 year

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

Responsibilities

- Manage payments and reimbursements
- Prepare WHT recap reports for consultants
- Handle general affairs and procurement tasks
- Organize travel arrangements and bookings
- Maintain company documents (including expat visas, business letters, courier documents)
- Provide support for expatriates (driver, apartment, etc.)
- Assist with ad hoc office matters to ensure smooth operations

Requirements

- Bachelor's/Diploma degree in Business Administration, Accounting, or related fields from a reputable university
- Minimum 2 years of experience in administration, HR & GA, office support, or accounting
- Fluent in English (spoken and written)
- Proficiency in Japanese language and typing
- Fast learner with strong work ethic and discipline
- Detail-oriented, dynamic, and able to multitask

#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