



## CR/123716 | Admin & Accounting Staff

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1589928

**Industry**

Audit, Tax Accounting

**Job Type**

Contract

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

April 28th, 2026 10:26

### 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