



CR/123716 | Admin & Accounting Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1591164

Industry

Audit, Tax Accounting

Job Type

Contract

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 10:29

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

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Company Description