



PR/123877 | HRGA

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1599807

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:56

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

JOB RESPONSIBILITIES

- Manage end-to-end HR administrative processes
- Maintain and update employee records
- Support payroll preparation as well as comben
- Oversee office management, including supplies, facilities, and maintenance needs
- Coordinate with vendors
- Manage company assets and inventory records
- Handle travel arrangements

- Act as the main point of contact between the company and external agents

JOB REQUIREMENTS

- Min. Bachelor's degree in any major
- Having min. 3 years in HRGA
- Experienced in end-to-end HRGA in a small company (preferred)

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Company Description