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JAC Recruitment Indonesia

PR/123896 | Business Planning Assistant Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1600331

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 14:00

General Requirements

Minimum Experience Level

Over 6 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

Qualifications:

- Bachelor's degree in Finance, Accounting, Management, or a related discipline
- Strong analytical thinking with solid business insight
- Proficiency in Microsoft Excel and relevant business analysis tools
- Excellent communication skills with the ability to collaborate across departments
- Prior experience in business planning, finance, or corporate strategy is a plus

Key Responsibilities:

- Assist in developing and evaluating the Company's Business Plan in alignment with strategic goals
- Track and report monthly performance, covering both financial results and marketing outcomes
- Compile and deliver financial and business information to Headquarters
- Prepare and coordinate presentation materials for Board of Directors (BOD) and Board of Commissioners (BOC) meetings
- Manage ad hoc requests and information needs from Shareholders, BOD/BOC, and internal teams

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Company Description