



PR/123933 | GA Staff (Manufacturing)

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1603000

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

August 4th, 2026 04:00

General Requirements

Minimum Experience Level

Over 1 year

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

Requirements:

- Proficient in English.
- Minimum 2-3 years of General Affairs experience in manufacturing company.
- Possesses continuous improvement mindset.

Responsibilities:

- Handle daily general affairs operations, including facility management, security, transportation, and employee support services.
- Manage company assets and facility maintenance.

- Coordinate and monitor third-party vendors.
- Prepare and control the General Affairs budget.
- Drive continuous improvement initiatives within General Affairs functions to enhance operational efficiency,

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Company Description