



インドネシアの求人なら
JAC Recruitment Indonesia

PR/124081 | HRGA Executive

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1614579

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:34

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities

- Handle end-to-end HR administration, including attendance tracking, payroll administration, BPJS management, and employee welfare initiatives.
- Support the full employee lifecycle, covering recruitment, onboarding, employee engagement, and separation processes.
- Manage General Affairs operations such as procurement, asset control, vendor coordination, contract administration, and office facility maintenance.
- Oversee company vehicle operations, workplace facilities, and office building-related matters.
- Provide administrative support to expatriates and management, including visa applications, work permit processing, and corporate secretarial duties.
- Assist with company incorporation, business licensing, regulatory compliance, and liaison with government authorities in Indonesia.

- Support Finance and Legal functions in relation to statutory registrations, audits, compliance requirements, and corporate documentation.

Qualifications

- Bachelor's Degree in any field.
- At least 3-5 years of experience in Human Resources and General Affairs.
- Proven experience handling company setup, business licensing, and corporate administrative matters in Indonesia.
- Strong knowledge of Indonesian labor law, BPJS regulations, payroll practices, and taxation.
- Mandatory Japanese language proficiency at JLPT N2 level or higher.
- Good command of English with the ability to communicate effectively in a business environment.
- Prior experience working for a Japanese company will be an advantage.
- Self-motivated, adaptable, and capable of thriving in a fast-paced workplace.
- Excellent organizational and multitasking abilities with strong attention to detail.
- Professional, accurate, and able to maintain a high standard of work quality.

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Company Description