



PR/124085 | Assistant Manager – Finance & General Affairs

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1616049

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

October 6th, 2026 10:29

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

About the Role

On behalf of our client, a **pioneering construction technology and project solutions company**, we are seeking an **Assistant Manager – Finance & General Affairs** to support the company's **financial operations, human resources administration, and day-to-day business activities**. This role plays a critical part in ensuring the smooth execution of **finance, payroll, administrative, and general affairs functions** while supporting the company's continued growth and operational excellence.

The **Assistant Manager – Finance & General Affairs** will be responsible for managing **finance and accounting administration, payroll processes, office operations, vendor coordination, and HR support activities**. The successful candidate will serve as a key operational backbone of the organization, ensuring efficient **cross-functional coordination, regulatory compliance, and effective administrative processes** that contribute to the overall success of the business.

Requirements

- **Diploma (D3) or Bachelor's Degree (S1) with 5+ years of experience** in Finance, Accounting, Administration, or related functions.
- Experienced in **finance & accounting administration** (AP/AR, invoicing, payments, bookkeeping) and **payroll/HR administration**.
- Strong knowledge of **office administration and general affairs**, including **vendor and stakeholder coordination**.
- Proficient in **Microsoft Excel** and **accounting/ERP systems**, with excellent organizational skills and attention to detail.

Responsibilities

- Manage **finance and accounting operations**, including invoicing, payment processing, AR/AP management, financial reporting, and cash flow monitoring.
- Handle **payroll administration, employee records, attendance tracking, and HR operational support**.
- Coordinate **general affairs functions**, including office administration, vendor management, operational expenses, and expatriate documentation.
- Ensure smooth **day-to-day office operations** through effective administrative and cross-functional coordination.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description