



インドネシアの求人なら
JAC Recruitment Indonesia

PR/124092 | General Affair Staff (Japanese Speaker)

Job Information

Recruiter

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Job ID

1616055

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

October 6th, 2026 10:29

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

- Manage expatriate work permits and immigration documents.
- Arrange expatriate travel, including tickets, hotels, and transportation.
- Coordinate expatriate accommodation and facilities (apartment, car, driver, phone, etc.).
- Provide Japanese - Indonesian translation and interpretation support.
- Handle company business licenses and related administration.
- Organize company events and corporate activities.
- Manage Head Office GA administration, including PO processing and office supplies.

Minimum requirements:

- Minimum JLPT N3 certification.
- Willing to be based at Jl. Sudirman, Jakarta.
- Prior experience handling GA, especially expatriate administration and related matters is preferred.
- Bachelor's Degree in Japanese Literature or a related field is preferred.

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