



インドネシアの求人なら
JAC Recruitment Indonesia

PR/124061 | General Affairs - Japanese Speaker

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1618611

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:32

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Basic Level

Minimum Japanese Level

Daily Conversation Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

The General Affairs - Japanese Speaker role supports the smooth operation of the company by coordinating general affairs, administration, licensing, and office-related activities. The position plays an important part in maintaining company permits and registrations while facilitating communication with Japanese-speaking expatriates and management on administrative and regulatory matters.

Responsibilities

- Handle and coordinate general affairs and administrative activities to support the smooth operation of the company
- Support the application, renewal, and maintenance of company licences, permits, and registrations, including JIB, SBUJK, and other relevant business licences
- Prepare, collect, organise, and maintain the documents and administrative requirements needed for company permits and licences

- Communicate and coordinate with Japanese-speaking staff and management regarding administrative, licensing, and regulatory matters
- Support other general affairs activities, office requirements, corporate administration, and ad hoc tasks as assigned

Requirements

- Minimum diploma qualification in any field
- Japanese language proficiency equivalent to JLPT N2, with strong spoken Japanese communication skills
- Experience in general affairs would be an advantage
- Good administrative, coordination, and document-management skills

About the company

A company in the engineering and construction industry providing multidisciplinary technical services for a range of projects. The organisation supports project delivery through coordinated electrical, mechanical, and related engineering capabilities.

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.

Privacy Policy Link: <https://www.jac-recruitment.co.id/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.id/terms-of-use>

Company Description