



PR/124137 | Corporate Affairs Officer

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1618618

Industry

Machinery

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

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

The Corporate Affairs Officer role supports legal documentation, corporate governance, regulatory compliance, and administrative coordination. The position also serves as a communication link between the Board, management, shareholders, regulators, and other stakeholders.

Responsibilities

- Draft and prepare legal documents, agreements, and supporting documents
- Review standard agreements within the assigned scope
- Legal Research & Regulation Updates: Conduct legal and regulatory research and monitor relevant regulatory updates
- Corporate Governance Support: Prepare and maintain corporate governance documents, including corporate resolutions, shareholder decisions, and other records
- Corporate Meeting Administration: Support the preparation and coordination of Board of Directors (BOD), Board of Commissioners (BOC), and shareholder meetings

- Corporate Filings & Compliance Support: Prepare and compile documents required for corporate filings, licensing, and compliance activities
- Cross-Functional Legal & Corporate Support: Coordinate with internal departments to gather information and provide basic legal and corporate support
- Serve as a communication link between the Board, management, shareholders, regulators, and other stakeholders
- Manage and coordinate the BOD's daily schedules, calendars, appointments, and meetings
- Arrange internal and external meetings involving directors, senior management, business partners, and other stakeholders
- Perform other administrative and coordination duties assigned by the BOD

Requirements

- Bachelor's degree from a recognized university, preferably in Law, Secretarial Studies, or a related field
- Up to 1 year of experience in corporate secretarial or legal matters
- Excellent command of written and spoken English

About the company

A company primarily focused on the electric power sector in Indonesia. As part of a global organisation, it supports the development of energy-related projects and contributes to business growth in the local market.

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Company Description