

PR/124173 | HRGA Office Manager

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1621706

Industry
Civil Engineering and Construction

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business 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 HRGA Office Manager role combines human resources and office administration responsibilities. Based in Jakarta, this position oversees the development of the HRGA as well as doing office administration activities.

Responsibilities

- Develop and implement HR policies and procedures.
- Support performance management processes, KPI development, and annual evaluations.
- Handle employee relations matters, disciplinary actions, grievance management, and conflict resolution.
- Ensure compliance with labour laws, company regulations, and government reporting requirements.
- Manage expatriate-related administration, including work permit and visa documentation in coordination with external agents.
- Set up office facilities, working environment, and operational infrastructure for new office establishment.

- Manage office lease agreements, utilities, office supplies, equipment, and building maintenance.
- Oversee company assets and inventory control.
- Coordinate procurement activities and vendor management for office services.
- Manage company licences, permits, legal documents, and corporate records in coordination with external agents.
- Monitor office operational budgets and control administrative expenses.

Requirements

- Demonstrated experience in human resources and office administration functions.
- Able to speak English for business purposes.
- Candidate with Japanese language ability would be a plus.
- Strong knowledge of HRGA development
- Familiarity with labour laws, regulatory compliance, and statutory reporting requirements.
- Strong organisational, communication, and stakeholder management skills.
- Experience managing vendors, procurement activities, and administrative budgets.

About the company
A Japanese company in the engineering and construction industry, this organization specializes in infrastructure development, construction solutions, and related engineering services. With a long-established presence in the sector, the company is recognized for its commitment to quality, operational excellence, and sustainable growth.

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Company Description