

PR/124194 | General Affair Senior Staff

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1624002

Industry
Civil Engineering and Construction

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:55

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Requirements:
➢ Min. Bachelor's degree from any discipline
➢ Min. 5 years experience in similar position
➢ Strong interpersonal skill to work comfortably at various organization level (internally and externally)
➢ Fluency in English both oral & written
➢ Have driving license A & C, able to drive a car & ride a motorcycle
➢ Can join early December 2026

Job Description:
• Managing, Coordinating, and Controling requests, Scheduling, and utilization of company official vehicles.
• Monitoring and Supervising the daily activities, attendance and performance of Drivers and Office Support Staff (Office Boys/Girls).
• Managing and Coordinating the maintenance, servicing, repairs, and renewal of vehicle registration documents (STNK) and other related documents.
• Managing and coordinating the procurement, maintenance, servicing and repair of office facilities, equipment, and supporting infrastructure.

• Monitoring and controlling the inventory, availability, distribution, and utilization of company assets, office equipment, stationary, pantry supplies and employee uniforms.
• Coordinating with vendors, Suppliers and building Management to ensure the timely and effective delivery of procurement, maintenance, and other General Affairs services.
• Preparing, reviewing, and monitoring monthly General affairs reports, including vehicle maintenance, electricity, telephone expenses, procurement activities, inventory records, and operational expenditures.
• Coordinating and handling arranging logistic support, facilities, equipment, and other necessary requirements for company events, meeting, and official activities.
• Managing and controlling the allocation, scheduling, and utilization of office facilities, including meeting rooms, storage areas, and other shared facilities.
• Arranging and coordinating transportation services for Japanese expatriates, their family members, and company employees as required.
• Managing and coordinating work permits, residence permit, visa', and other immigration-related administrative requirements for Japanese expatriates and their family members, as applicable.
• Coordinating and supervising maintenance, repairs, and other facility-related requirements for expatriate residences.
• Coordinating and monitoring the application renewal, and administration of company licenses, permits, and other relevant regulatory documents.
• Managing and maintaining the Proper filling, organization, confidentiality, and safekeeping of important company letters, documents, and correspondence, including their distribution, delivery, and retrieval.
• Managing and coordinating the timely payment of electricity, telephone, utilities, and other operational bills, including applicable taxes and related administrative requirements.
• Monitoring and controlling General Affairs operational expenditures against the approved budget to ensure cost efficiency and effective utilization of company resources.
• Identifying operational issues, coordinating appropriate corrective actions, and recommending continuous improvements to enchance the effetiviness and efficiency of General Affairs operations.
• Ensuring that all General Affairs activities are carried out in compliance with company policies, procedures, applicable regulations, and established operational standards.
• Performing other General Affairs-related duties and responsibilities as assigned by the immediate superior.

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