

PR/124200 | HRGA Generalist (Japanese Speaker)

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1624006

Industry
Retail

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:55

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Daily Conversation Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Our Japanese client is seeking a Japanese-speaking HRGA professional to join their Jakarta office. This position is well-suited for candidates with experience supporting Japanese companies, particularly those involved in company establishment, corporate administration, and day-to-day HRGA operations in Indonesia.

Key Responsibilities
Manage HR administration, including attendance management, payroll processing, BPJS administration, and employee welfare programs.
Support recruitment, onboarding, employee relations, and offboarding activities.
Oversee General Affairs functions, including office assets, procurement, vendor management, contracts, and facility maintenance.
Coordinate company vehicles, office infrastructure, and building management matters.
Provide executive support for expatriates and management, including visa, work permit, and corporate secretarial administration.
Assist with company establishment, licensing, regulatory compliance, and government-related documentation in Indonesia.
Support Finance and Legal functions for registrations, audits, and statutory compliance requirements.

Qualifications
Bachelor's Degree in any discipline.

Minimum 3 to 5 years of experience in Human Resources and General Affairs.
Hands-on experience supporting company establishment, business licensing, and corporate administration in Indonesia.
Strong understanding of Indonesian labor regulations, BPJS, taxation, and employment practices.
Japanese proficiency at **JLPT N3 level or above** is mandatory.
Business-level English communication skills.
Previous experience working in a Japanese company is highly preferred.
Proactive, adaptable, and able to work effectively in a dynamic environment.
Strong organizational skills with the ability to manage multiple priorities simultaneously.
Detail-oriented with a high level of accuracy and professionalism.

#LI-JACID

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Company Description