



PR/123025 | HRGA Japanese speaker

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1549683

業種

ITコンサルティング

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2025年07月08日 17:22

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Responsibilities:

- Manage recruitment, onboarding, and employee related administrations.
- Involve in general affairs including office supplies, facility maintenance, and vendor contracts.
- Coordinate payroll, BPJS, and tax reporting handle by tax & payroll consultants.
- Maintain compliance with Indonesian labor laws and company policies.
- Reporting to Japan HQ as needed.

Qualifications:

- 3–5 years of experience in HR, general affairs, or administration.
- Knowledge of Indonesian labor law, BPJS, and HR best practices.
- Experience in liaising payroll with external consultants.
- Fluent in English (Business Level)
- Fluent in Japanese for daily external operational matters.
- Strong interpersonal and communication skills.

- Ability to multitask and administrative skills.
- Familiarity with HR software or attendance systems is a plus.
- Experienced in Japanese company is a plus.

#LI-JAC

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会社説明