



インドネシアの求人なら
JAC Recruitment Indonesia

PR/123151 | General Affairs

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

1559385

業種

その他（メーカー）

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09月23日 11:23

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Job Description

- Manage daily office operations, including supplies, equipment, and facility maintenance.
- Assist in drafting, reviewing, and managing various company contracts, agreements, and legal documents.
- Ensure the company's compliance with local, state, and national regulations.
- Liaise with external legal counsel, government agencies, and other relevant third parties.
- Handle administrative tasks related to company licenses, permits, and certifications.
- Support internal departments with their administrative and legal needs.
- Organize company events, meetings, and travel arrangements as needed.

Requirements

- Bachelor's degree in Law, Business Administration, or a related field.
- Proven experience in a general affairs, administrative, or similar role.
- A strong understanding of legal principles, contracts, and corporate compliance.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong communication and interpersonal skills.
- Ability to work independently and manage multiple tasks simultaneously.

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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会社説明