



インドネシアの求人なら
JAC Recruitment Indonesia

PR/123162 | 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
1559386

業種
証券

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.

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会社説明