



PR/123626 | HRGA Manager (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

1581765

業種

その他（メーカー）

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年04月21日 10:01

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

日常会話レベル

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

Job Responsibilities:

- Handle recruitment processes for local positions, coordinating with recruitment vendors.
- Maintain employee records, contracts, and ensure compliance with Indonesian labor law.
- Manage office administration: facilities, utilities, vendor management, supplies, and petty cash.
- Act as a liaison between the Indonesian office and the Japanese headquarters.
- Communicate with external partners such as HR consultants, payroll/tax consultant, and vendors.
- Handle expatriate VISA, working permits in collaborations with external partner/consultants.

Requirements:

- Experience in HRGA roles (min. 4 years).
- Experience working in a Japanese company is an advantage.
- English: Required.
- Japanese: Preferred (for communication with expatriates).
- Strong knowledge of Indonesian labor regulations.

- Ability to work independently and build HRGA functions.

#LI-JACID

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.

Privacy Policy Link: <https://www.jac-recruitment.co.id/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.id/terms-of-use>

会社説明