



## 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06月16日 13:02

### 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

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会社説明