



PR/123655 | 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

1582387

##### 業種

アミューズメント・エンターテインメント

##### 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05月12日 13:00

#### 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

##### Job Responsibilities:

- Interpret (Japanese ⇄ English / Indonesian) for meetings, documents, and office internal communication.
- Communicate with AEON Entertainment's headquarters in Japan.
- Support the process of company establishment and company registration.
- Support visa procedures for Japanese expatriates.
- Handle HR operations (recruitment, onboarding, employee documentation, coordination with agents).
- Assist in preparing company HR policies and administration systems.
- Support general administrative work as needed.
- Coordinate with Legal, Accounting, and IT outsourcing companies.

##### Requirements:

- Experience in HR (required) – any HR role is acceptable.
- Experience in HRGA at Japanese companies is a plus.
- Experienced manage all HRGA functions will be an advantage but not mandatory.

- Strong knowledge of Indonesian labor regulations.
- Ability to work independently and build HRGA functions.

#LI-JACID

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会社説明