



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03月31日 07:00

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