



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06月09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

**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