



CR/123716 | Admin & Accounting Staff

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

1592759

業種

監査・税理士法人

雇用形態

契約

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2026年05月19日 10:37

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

流暢

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

Responsibilities

- Manage payments and reimbursements
- Prepare WHT recap reports for consultants
- Handle general affairs and procurement tasks
- Organize travel arrangements and bookings
- Maintain company documents (including expat visas, business letters, courier documents)
- Provide support for expatriates (driver, apartment, etc.)
- Assist with ad hoc office matters to ensure smooth operations

Requirements

- Bachelor's/Diploma degree in Business Administration, Accounting, or related fields from a reputable university
- Minimum 2 years of experience in administration, HR & GA, office support, or accounting
- Fluent in English (spoken and written)
- Proficiency in Japanese language and typing
- Fast learner with strong work ethic and discipline
- Detail-oriented, dynamic, and able to multitask

#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