



## 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

1599725

#### 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06月26日 11:54

### 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

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会社説明