



募集職種

ジェイ エイ シー リクルートメント インドネシア

1599766

醫藥品

正社員

インドネシア

経験考慮の上、応相談

2026年08月21日 04:00

3年以上

中途経験者レベル

ビジネス会話レベル

無し

短大卒：準学士号

日本での就労許可は必要ありません

募集要項

Our ?????????????????????????????????????? ?????????????????????????? is looking for ?????????????????? to join their office in ?????????????? ??????????????????, ???
???. If you're passionate about HR operations, general affairs, and supporting management in a dynamic environment, this is your chance to grow with a global organization.

[illegible]

- ☑ Handle HR operations: attendance, payroll, BPJS, welfare.
- ☑ Support recruitment, onboarding, and exit processes.
- ☑ Manage office assets, supplies, contracts, and infrastructure.
- ☑ Oversee company vehicles and building coordination.
- ☑ Provide executive support (visas, permits, secretarial tasks).
- ☑ Assist Finance & Legal with registration and audits.

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- ☑ 2-5 years HR/GA experience.
- ☑ Knowledge of labor law, social security, tax.
- ☑ Business Level English.
- ☑ Experience in Japanese company preferred.

- ☒ Proactive, collaborative, energetic.
- ☒ Able to multitask under pressure.
- ☒ Detail-oriented and well-organized.

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.

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会社説明