



PR/123933 | GA Staff (Manufacturing)

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

1603000

業種

不動産仲介・管理

雇用形態

正社員

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08月04日 04:00

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

ビジネス会話レベル

日本語レベル

無し

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

Requirements:

- Proficient in English.
- Minimum 2-3 years of General Affairs experience in manufacturing company.
- Possesses continuous improvement mindset.

Responsibilities:

- Handle daily general affairs operations, including facility management, security, transportation, and employee support services.
- Manage company assets and facility maintenance.

- Coordinate and monitor third-party vendors.
- Prepare and control the General Affairs budget.
- Drive continuous improvement initiatives within General Affairs functions to enhance operational efficiency,

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会社説明