



## PR/124085 | Assistant Manager – Finance & General Affairs

### 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

1616049

#### 業種

土木

#### 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10月06日 10:29

### 応募必要条件

#### 職務経験

6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

#### About the Role

On behalf of our client, a **pioneering construction technology and project solutions company**, we are seeking an **Assistant Manager – Finance & General Affairs** to support the company's **financial operations, human resources administration, and day-to-day business activities**. This role plays a critical part in ensuring the smooth execution of **finance, payroll, administrative, and general affairs functions** while supporting the company's continued growth and operational excellence.

The **Assistant Manager – Finance & General Affairs** will be responsible for managing **finance and accounting administration, payroll processes, office operations, vendor coordination, and HR support activities**. The successful candidate will serve as a key operational backbone of the organization, ensuring efficient **cross-functional coordination, regulatory compliance, and effective administrative processes** that contribute to the overall success of the business.

## Requirements

- **Diploma (D3) or Bachelor's Degree (S1) with 5+ years of experience** in Finance, Accounting, Administration, or related functions.
- Experienced in **finance & accounting administration** (AP/AR, invoicing, payments, bookkeeping) and **payroll/HR administration**.
- Strong knowledge of **office administration and general affairs**, including **vendor and stakeholder coordination**.
- Proficient in **Microsoft Excel** and **accounting/ERP systems**, with excellent organizational skills and attention to detail.

## Responsibilities

- Manage **finance and accounting operations**, including invoicing, payment processing, AR/AP management, financial reporting, and cash flow monitoring.
- Handle **payroll administration, employee records, attendance tracking, and HR operational support**.
- Coordinate **general affairs functions**, including office administration, vendor management, operational expenses, and expatriate documentation.
- Ensure smooth **day-to-day office operations** through effective administrative and cross-functional coordination.

**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