



PR/124092 | General Affair Staff (Japanese Speaker)

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

1616055

業種

レストラン・フードサービス

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

1年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

日本語レベル

ビジネス会話レベル

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 expatriate work permits and immigration documents.
- Arrange expatriate travel, including tickets, hotels, and transportation.
- Coordinate expatriate accommodation and facilities (apartment, car, driver, phone, etc.).
- Provide Japanese - Indonesian translation and interpretation support.
- Handle company business licenses and related administration.
- Organize company events and corporate activities.
- Manage Head Office GA administration, including PO processing and office supplies.

Minimum requirements:

- Minimum JLPT N3 certification.
- Willing to be based at Jl. Sudirman, Jakarta.
- Prior experience handling GA, especially expatriate administration and related matters is preferred.
- Bachelor's Degree in Japanese Literature or a related field is preferred.

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