

PR/124061 | General Affairs - 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
1618611

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11月03日 08:00

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
基礎会話レベル

日本語レベル
日常会話レベル

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

The General Affairs - Japanese Speaker role supports the smooth operation of the company by coordinating general affairs, administration, licensing, and office-related activities. The position plays an important part in maintaining company permits and registrations while facilitating communication with Japanese-speaking expatriates and management on administrative and regulatory matters.

Responsibilities

- Handle and coordinate general affairs and administrative activities to support the smooth operation of the company
- Support the application, renewal, and maintenance of company licences, permits, and registrations, including JIB, SBUJK, and other relevant business licences
- Prepare, collect, organise, and maintain the documents and administrative requirements needed for company permits and licences

- Communicate and coordinate with Japanese-speaking staff and management regarding administrative, licensing, and regulatory matters
- Support other general affairs activities, office requirements, corporate administration, and ad hoc tasks as assigned

Requirements

- Minimum diploma qualification in any field
- Japanese language proficiency equivalent to JLPT N2, with strong spoken Japanese communication skills
- Experience in general affairs would be an advantage
- Good administrative, coordination, and document-management skills

About the company
A company in the engineering and construction industry providing multidisciplinary technical services for a range of projects. The organisation supports project delivery through coordinated electrical, mechanical, and related engineering capabilities.

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会社説明