

PR/124137 | Corporate Affairs Officer

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
1618618

業種
機械

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
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

The Corporate Affairs Officer role supports legal documentation, corporate governance, regulatory compliance, and administrative coordination. The position also serves as a communication link between the Board, management, shareholders, regulators, and other stakeholders.

Responsibilities

- Draft and prepare legal documents, agreements, and supporting documents
- Review standard agreements within the assigned scope
- Legal Research & Regulation Updates: Conduct legal and regulatory research and monitor relevant regulatory updates
- Corporate Governance Support: Prepare and maintain corporate governance documents, including corporate resolutions, shareholder decisions, and other records
- Corporate Meeting Administration: Support the preparation and coordination of Board of Directors (BOD), Board of Commissioners (BOC), and shareholder meetings

- Corporate Filings & Compliance Support: Prepare and compile documents required for corporate filings, licensing, and compliance activities
- Cross-Functional Legal & Corporate Support: Coordinate with internal departments to gather information and provide basic legal and corporate support
- Serve as a communication link between the Board, management, shareholders, regulators, and other stakeholders
- Manage and coordinate the BOD's daily schedules, calendars, appointments, and meetings
- Arrange internal and external meetings involving directors, senior management, business partners, and other stakeholders
- Perform other administrative and coordination duties assigned by the BOD

Requirements

- Bachelor's degree from a recognized university, preferably in Law, Secretarial Studies, or a related field
- Up to 1 year of experience in corporate secretarial or legal matters
- Excellent command of written and spoken English

About the company
A company primarily focused on the electric power sector in Indonesia. As part of a global organisation, it supports the development of energy-related projects and contributes to business growth in the local market.

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会社説明