

PR/124173 | HRGA Office Manager

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
1621706

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10日 11:08

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
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 HRGA Office Manager role combines human resources and office administration responsibilities. Based in Jakarta, this position oversees the development of the HRGA as well as doing office administration activities.

Responsibilities

- Develop and implement HR policies and procedures.
- Support performance management processes, KPI development, and annual evaluations.
- Handle employee relations matters, disciplinary actions, grievance management, and conflict resolution.
- Ensure compliance with labour laws, company regulations, and government reporting requirements.
- Manage expatriate-related administration, including work permit and visa documentation in coordination with external agents.
- Set up office facilities, working environment, and operational infrastructure for new office establishment.

- Manage office lease agreements, utilities, office supplies, equipment, and building maintenance.
- Oversee company assets and inventory control.
- Coordinate procurement activities and vendor management for office services.
- Manage company licences, permits, legal documents, and corporate records in coordination with external agents.
- Monitor office operational budgets and control administrative expenses.

Requirements

- Demonstrated experience in human resources and office administration functions.
- Able to speak English for business purposes.
- Candidate with Japanese language ability would be a plus.
- Strong knowledge of HRGA development
- Familiarity with labour laws, regulatory compliance, and statutory reporting requirements.
- Strong organisational, communication, and stakeholder management skills.
- Experience managing vendors, procurement activities, and administrative budgets.

About the company
A Japanese company in the engineering and construction industry, this organization specializes in infrastructure development, construction solutions, and related engineering services. With a long-established presence in the sector, the company is recognized for its commitment to quality, operational excellence, and sustainable growth.

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会社説明