

PR/124200 | HRGA Generalist (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
1624006

業種
小売

雇用形態
正社員

勤務地
東京都 23区

給与
経験考慮の上、応相談

更新日
2026年11月24日 10:55

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
日常会話レベル

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

Our Japanese client is seeking a Japanese-speaking HRGA professional to join their Jakarta office. This position is well-suited for candidates with experience supporting Japanese companies, particularly those involved in company establishment, corporate administration, and day-to-day HRGA operations in Indonesia.

Key Responsibilities
Manage HR administration, including attendance management, payroll processing, BPJS administration, and employee welfare programs.
Support recruitment, onboarding, employee relations, and offboarding activities.
Oversee General Affairs functions, including office assets, procurement, vendor management, contracts, and facility maintenance.
Coordinate company vehicles, office infrastructure, and building management matters.
Provide executive support for expatriates and management, including visa, work permit, and corporate secretarial administration.
Assist with company establishment, licensing, regulatory compliance, and government-related documentation in Indonesia.
Support Finance and Legal functions for registrations, audits, and statutory compliance requirements.

Qualifications
Bachelor's Degree in any discipline.

Minimum 3 to 5 years of experience in Human Resources and General Affairs.
Hands-on experience supporting company establishment, business licensing, and corporate administration in Indonesia.
Strong understanding of Indonesian labor regulations, BPJS, taxation, and employment practices.
Japanese proficiency at **JLPT N3 level or above** is mandatory.
Business-level English communication skills.
Previous experience working in a Japanese company is highly preferred.
Proactive, adaptable, and able to work effectively in a dynamic environment.
Strong organizational skills with the ability to manage multiple priorities simultaneously.
Detail-oriented with a high level of accuracy and professionalism.

#LI-JACID

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