



PR/122433 | GA Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1506499

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 10:19

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

- **General Affairs Management:** Oversee daily purchases, payments, and vehicle maintenance. Control expenses to stay within budget.
- **Asset Management:** Improve asset management systems and conduct regular stock-taking. Manage asset disposal and documentation.
- **HSE Management:** Manage HSE activities and training for head office and branches. Oversee waste disposal management.
- **Contract & Permit Management:** Manage documentation, contracts, permits, and certificates. Ensure timely and accurate processing.
- **Security & Cleanliness:** Liaise with and monitor outsourcing companies for security and cleanliness standards.
- **External Relations:** Coordinate with government departments and maintain good relationships with neighboring companies. Prepare and submit necessary external reports.
- **Training & Development:** Plan and execute training programs, identify needs, and evaluate effectiveness for employee competency.
- **Branch Establishment:** Handle rental contracts, renovation progress, and ensure readiness before branch openings.
- **SOP Development:** Align with business goals, establish job functions and descriptions, clarify responsibilities for each position.

Requirements:

- Bachelor's degree in a relevant field.
- 5+ years of GA Manager experience, preferably in automotive, factory or heavy equipment industry.
- Strong leadership and problem-solving skills.
- Knowledge of health and safety regulations.
- Proficient in Microsoft Office.

Company Description