



JAC Recruitment

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Indonesia

PR/122584 | Head of Administration

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1506694

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 11:16

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

The Head of Administration will oversee the daily administrative operations. This role involves managing administrative staff, ensuring efficient office operations, and supporting other departments to enhance productivity and compliance with company policies. A basic understanding and knowledge of General Accounting is needed for this role.

Key Responsibilities:

Administrative Leadership: Plan, coordinate, and oversee administrative procedures and systems to streamline processes and ensure efficient operations.

Accounting and Finance: Monitor and Supervise Accounting and Finance departments as needed and act as the final controller for these two departments.

Staff Management: Recruit, train, and supervise administrative personnel. Allocate responsibilities and manage office space

effectively.

Performance Monitoring: Assess staff performance, provide coaching and guidance to ensure maximum efficiency, and implement performance improvement plans when necessary.

Budget Management: Monitor costs and expenses, assist in budget preparation, and ensure adherence to budgetary constraints.

Facilities Management: Oversee facilities services, maintenance activities, and manage relationships with vendors and service providers.

Policy Compliance: Ensure operations adhere to company policies and regulations, and keep abreast of organizational changes and business developments.

Communication: Facilitate smooth and adequate flow of information within the company to support other business operations.

Project Management: Organize and supervise office activities such as recycling, renovations, and event planning.

Direct Report to Managing Director

Qualifications:

Education: Bachelor's degree in Business Administration, Management, or a related field. A Master's degree is a plus.

Experience: Proven experience as an administrative manager or similar role, open to candidates from related or non related industries.

Fluent in English is a plus, but if candidate is first language Bahasa Indonesia with limited working proficiency in English is also acceptable.

Company Description