



## PR/122584 | Head of Administration

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1510977

**Industry**

Tourism

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

December 17th, 2024 10:23

### 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