



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

## PR/122433 | GA 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

1506499

## 業種

その他（メーカー）

## 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

2024年11月26日 10:19

## 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

ビジネス会話レベル

## 日本語レベル

ビジネス会話レベル

## 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

## 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.
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会社説明