

# HRGA Staff

## HRGA Staff

Rp7.300.000 – Rp9.000.000 per month

### Requirements:

- Bachelor's degree in Law.
- Proficiency in English and Indonesian, both spoken and written.
- Japanese language skills will be a plus.
- Good communication and interpersonal skills.
- Understand labor law
- Understand TKA licensing requirements & procedures and company legal documents.
- Have driving license (SIM) A
- Able to drive a four-wheeled vehicle

### Benefits & Others:

- Meal
- Overtime
- Transport Allowance
- Medical Allowances
- Loans
- Bonus per-year

### Job Description:

- Responsible for the management and supervision of drivers and security, including work schedules, task coordination, and performance evaluation to ensure smooth operations and company security.
- Manage the maintenance, supervision, usage schedules, and administration of operational vehicles to ensure their functionality and efficiency in accordance with company policies.
- Manage expatriate licensing, such as visas, work permits, and other documents to ensure compliance with applicable regulations.
- Manage the maintenance and supervision of company infrastructure.
- Assist in the implementation of Industrial Relations duties.



aicc\_official



PT Asian Isuzu Casting Center

**Send your CV to**  
**Subject email**  
**Submission Deadline**

: recruitment@ijtt-id.com  
: HRGA Staff  
: 31 July 2025