



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122203 | HRGA Manager

## Job Information

### Recruiter

[JAC Recruitment Indonesia](#)

### Job ID

1506685

### 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

### Job Description:

- Responsible for development of HR policies comply with the current labor law
- Implement the HR system and module
- Manage the HR and General Affairs Department and its operation
- Training needs analysis
- Manage and update employee retention program
- Manage and reviewing compensation and benefit program for employee as well as salary structure
- Manage building rent and office facilities
- Handle and coordinate payroll and PPH 21

### Requirement:

- Min. bachelor's degree in any major
- Having more than 6 years of works experience in HRGA related fields
- Understand payroll calculation and PPH 21

- Able to speak English fluently

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## Company Description