



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122549 | HR Manager

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1507478

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

December 3rd, 2024 10:22

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

Responsibilities:

- Participate in the entire recruitment process, including candidate sourcing, screening, interview scheduling, and background checks.
- Work closely with hiring managers to create job descriptions, identify hiring needs, and implement recruitment strategies.
- Keep employee records in the HRIS (Human Resources Information System) up-to-date and accurate.
- Provide employees with guidance and support on HR policies, procedures, and best practices.
- Address employee relations issues, including conflict resolution, disciplinary actions, and grievances.
- Assist in performance evaluations and provide feedback to employees and managers.
- Help develop and deliver training programs to enhance employee skills and knowledge.

- Stay informed about employment laws and regulations to ensure compliance.
- Support the creation and implementation of HR policies, procedures, and initiatives.
- Protect the confidentiality of sensitive HR information and manage employee data with integrity.
- Work with cross-functional teams to support organizational goals and initiatives.

Requirements:

- Bachelor's degree in Human Resources, Law, Business Administration, or a related field.
- Proven experience in human resources or a related role.
- Knowledge of HR best practices, policies, and procedures.
- Understanding of employment laws and regulations.
- Strong interpersonal and communication skills.
- Excellent problem-solving and decision-making abilities.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in HRIS software.

Company Description