



PR/122526 | HRGA Accounting

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1510463

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 18:41

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 Responsibilities:

- Assist with manpower planning, accounting, talent acquisition, employee relations, performance management, training and development, and disciplinary actions.
- Conduct recruitment and initial interviews of shortlisted candidates.
- Process and prepare reports related to staffing, recruitment, training, complaints, and performance evaluations.
- Update and maintain employee records (both hard and soft copies, as well as in HRIS)
- Work with the Head Office HR team to align all HR processes, recruitment, and policies.
- Serve as a point of contact with benefit vendors and administrators.
- Maintain digital and electronic records of employees.
- Handle internal and external HR-related inquiries or requests

Job Requirements:

- Bachelor's Degree in any major.
- Have experience working at Japanese companies.
- Experienced as an HR for at least 5 years in all areas in HR (generalist).

- Able to build relationship with external parties such as accounting firm.
- Able to manage accounting & finance administration.

Company Description