



PR/122620 | HRGA Senior Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1510509

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 18:42

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

Key Responsibilities:

Human Resources:

- **Strategic HR:** Develop and implement HR strategies aligned with the company's overall business objectives.
- **Talent Acquisition:** Lead the recruitment and selection process to attract and hire top talent.
- **Employee Relations:** Foster positive employee relations, address employee concerns, and resolve conflicts.
- **Performance Management:** Oversee performance management processes, including goal setting, appraisals, and performance improvement plans.
- **Compensation and Benefits:** Manage compensation and benefits programs, ensuring competitiveness and compliance with regulations.
- **Learning and Development:** Develop and implement training and development programs to enhance employee skills and capabilities.
- **Employee Engagement:** Promote employee engagement and well-being through initiatives and programs.
- **HR Policies and Procedures:** Develop, implement, and maintain HR policies and procedures to ensure compliance

and consistency.

General Affairs:

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- **Facilities Management:** Oversee the management and maintenance of office facilities, including building maintenance, security, and housekeeping.
- **Office Administration:** Handle administrative tasks, including office supplies, record-keeping, and document management.
- **Risk Management:** Identify and mitigate potential risks related to general affairs operations.
- **Budget Management:** Develop and manage the budget for general affairs activities.

Qualifications and Skills:

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- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Master's degree in Human Resources or Business Administration preferred.
- Minimum of 10 years of experience in human resources and general affairs, with at least 5 years in a senior management role.
- Strong knowledge of labor laws, regulations, and best practices.
- Excellent communication and interpersonal skills.
- Strong leadership and organizational skills.
- Ability to handle multiple tasks and prioritize effectively.
- Strong in Government Relations.
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Additional Considerations:

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- Experience in a multinational or global organization is preferred.
- Certification in Human Resources (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP) is a plus.
- Strong understanding of business operations and financial management.
- Ability to adapt to changing business needs and implement innovative solutions.

Company Description