



## PR/122502 | HRGA Assistant Manager JS

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1512127

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

January 22nd, 2025 05:00

### 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:**

- Assist with manpower planning, 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

**Requirements:**

- Working experience min. 5 years in HRGA field. Experienced in Japanese company is preferable
- Specialist in compensation, benefits, and payroll
- Japanese speaking (min. N2)
- Have BNSP MSDM certification (head of division)
- Has excellent communication skills
- Proficient in Microsoft Office (esp. Excel and Word)

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Company Description