



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

April 2nd, 2025 16:00

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