



PR/122513 | HR Assistant Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1512131

Industry

Other (Recruitment Services)

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

Key Responsibilities:

- Develop and implement HR policies and procedures that align with the company's objectives and comply with employment laws and regulations.
- Manage and oversee HR functions, including recruitment, onboarding, performance management, and employee relations.
- Develop and implement training and development programs to enhance employee skills and knowledge.
- Lead employee engagement and retention initiatives to improve company culture and drive employee satisfaction.

Requirements:

- Bachelor's degree in human resources or related field.
- At least 5 years of experience as HR Manager with a manufacturing industry background.
- Excellent English communication skills, both verbal and written.
- Has strong understanding about local law regulation
- Has strong HR Generalist skills and experience
- Strong leadership skills and ability to manage and motivate a team.
- Ability to work under pressure and handle multiple priorities.

- Knowledgeable about current HR trends and best practices.

Company Description