



## 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**

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

**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.

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Company Description