



PR/122549 | HR Manager

## Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1512219

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 10:30

## 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:

- Participate in the entire recruitment process, including candidate sourcing, screening, interview scheduling, and background checks.
- Work closely with hiring managers to create job descriptions, identify hiring needs, and implement recruitment strategies.
- Keep employee records in the HRIS (Human Resources Information System) up-to-date and accurate.
- Provide employees with guidance and support on HR policies, procedures, and best practices.
- Address employee relations issues, including conflict resolution, disciplinary actions, and grievances.
- Assist in performance evaluations and provide feedback to employees and managers.
- Help develop and deliver training programs to enhance employee skills and knowledge.

- Stay informed about employment laws and regulations to ensure compliance.
- Support the creation and implementation of HR policies, procedures, and initiatives.
- Protect the confidentiality of sensitive HR information and manage employee data with integrity.
- Work with cross-functional teams to support organizational goals and initiatives.

Requirements:

- Bachelor's degree in Human Resources, Law, Business Administration, or a related field.
- Proven experience in human resources or a related role.
- Knowledge of HR best practices, policies, and procedures.
- Understanding of employment laws and regulations.
- Strong interpersonal and communication skills.
- Excellent problem-solving and decision-making abilities.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in HRIS software.

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Company Description