



PR/122674 | HRGA Manager

## Job Information

### Recruiter

[JAC Recruitment Indonesia](#)

### Job ID

1512290

### Industry

Logistics, Storage

### Job Type

Permanent Full-time

### Location

Indonesia

### Salary

Negotiable, based on experience

### Refreshed

January 8th, 2025 15:00

## 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

### OVERVIEW

Our client, logistic company located in South Jakarta are currently looking for HRGA Manager. This role will play povital role in ensuring smooth operation of HR, administration, and general affairs.

### JOB RESPONSIBILITIES

- Lead recruitment process for various positions
- Manage employee relations, handling conflict resolution, and fostering positive work enviroment
- Identify employee training needs and coordinate learning and development programs to enhance skill sets and performance
- Oversee payroll, compensation and benefit

- Coordinate performance appraisal process
- Handle industrial relations and labour law
- Manage office and facilities management

**JOB REQUIREMENTS**

- Min. Bachelor's degree in any major
- Having min. 10 years in HRGA
- Experienced in handle labour union
- Understand learning and development

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Company Description