



## 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**

April 2nd, 2025 14:00

### 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