



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

February 19th, 2025 08:00

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

Company Description