



PR/122605 | HRGA Manager

## Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1514440

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

March 18th, 2025 16:00

## 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:****HR Management:**

- Develop and implement HR policies and procedures aligned with company goals.
- Oversee employee relations, performance management, and career development programs.
- Ensure compliance with labor laws and regulations.
- Implement HRIS and other HR technology solutions.

**People Development:**

- Design and manage employee training programs.

- Conduct Training Needs Assessments and Performance Appraisals.
- Collaborate with department heads to identify and address skill gaps.
- Promote a culture of continuous learning and professional development.

**General Affairs:**

- Oversee office management, procurement of supplies, and facility maintenance.
- Manage administrative functions, including travel arrangements and corporate events.
- Prepare and manage HR and GA budgets.

**Compliance and Reporting:**

- Ensure adherence to Indonesian labor laws and other relevant regulations.
- Prepare reports on HR metrics and provide insights to senior management.

**Requirements:**

- Bachelor's degree in Psychology, Business Administration, or a related field.
- Minimum of 7 years of experience in HR and GA management from shipping or banking industry.
- Strong background in people development and training.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office and HRIS software.
- Fluency in English and Bahasa Indonesia.

**Must Have Qualifications:**

- Experience in the shipping or banking industry.
- Strong leadership abilities and problem-solving skills.

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Company Description