



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.

Company Description