



PR/122712 | Human Resources Assistant Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1516290

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

February 18th, 2025 05:00

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

Job Description

- Develop and implement HR strategies, system, policies, procedures, also designing HR roadmap and initiatives aligned with the overall business strategy.
- Manage and support the recruitment and selection process to exquisite, best talent fit for organization.
- Manage and develop employee competency, analyzing & competency assessment overall in the organization.
- Manage and support the implementation of Performance Management with Balanced Score Card to review employee achievement in certain periods.
- Manage the training needs assessment to arrange and execute training programs align with the needs of skill and development in the organization based on competency.
- Maintaining compensation, benefit & rewards to retain best talent and ensure the organization practice meet the industry standard.
- Manage and support company events, employee engagement activities, and initiatives to foster a positive work environment.
- Ensure compliance with all employment laws and regulations.

Job Qualifications:

- Have experience at Organization Development, Recruitment Selection, Compensation Benefit, Training Development, Industrial and Employee Relation.
- Have strong leadership
- Strong interpersonal skills and the ability to work with people at all levels of the organization.
- Excellent analytical, relentlessly resourceful, and problem-solving skills
- Good proficiency in English, both oral & written, is a must
- Have knowledge about Manpower Law

#LI-JACID

Company Description