



## 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**

January 21st, 2025 10:29

### 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

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Company Description