



PR/122144 | HRGA Korean Speaker

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1522165

Industry

Retail

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

April 29th, 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

Mandatory Requirements

- Very fluent in korean language (Speaking, writing and reading) is a must
- Having experience minimum of 3 years in related filed
- Excellent communication skill
- Proficiency in MS office (Word, Excel and PPT)

General Requirement:

- Candidate must possess at least Bachelor/Master Degree in any field from reputable university
- Strong understanding of labor regulations and best HR practices.
- Excellent communication skill and able to work as a team
- Extremely well-organized and detail oriented;

- Experience in leading a team and managing employee relations;
- Strong interpersonal skills and leadership skills

Job Description:

- Establishing HR Management System and developing HR planning strategies with Management
- Manage and supervise all core HR related areas, including employee relations, internal-external recruitment, selection process, employee engagement, and improving HR systems legal documents, company license ect
- Ensure the company's compliance with applicable labor regulations.
- Advising monthly salary reviews, administering payroll, compensation and benefits (BPJS Kesehatan, Ketenagakerjaan, JSHK, dll)
- Managing employees by formulating, updating, and implementing policies relating to hiring, compensation, benefits and incentives, performance appraisal, performance management
- Developing and implementing policies on a variety of workplace issues eg. disciplinary procedures, absence management, working conditions and performance management

Company Description