



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 1st, 2025 09:01

## 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

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Company Description