



## PR/122721 | HR & Legal Manager

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1522167

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

February 18th, 2025 10:17

### 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

#### Legal Responsibilities:

- Ensure the company's compliance with Indonesian laws, regulations, and industry standards, especially in property development, employment, corporate law, and construction.
- Draft, review, and negotiate a variety of contracts and agreements, including sales agreements, joint ventures, lease agreements, partnership contracts, employment contracts and construction contracts.
- Manage the acquisition and renewal of all construction permits and licenses, ensuring compliance with local and national regulations.
- Provide legal advice to the management team on corporate governance, regulatory matters, and dispute resolution.
- Oversee and manage legal aspects of construction projects, including contractor agreements, subcontractor contracts, and compliance with safety regulations.
- Manage external legal counsel and represent the company in legal disputes, if necessary.

- Monitor legal risks in documentation and operations and ensure compliance with Indonesian labor and construction laws.
- Handle property-related legal matters, including titles, deeds, and lease agreements.
- Handle the due diligence process with clients and their third-party council.

HR Responsibilities:

- Draft employment contracts tailored to the specific job requirements from various functional departments.
- Manage the employee termination process, ensuring compliance with company policies and relevant laws. Maintain accurate records of termination-related documents, including notices and separation agreements. Ensure all terminations are handled professionally, fairly, and sensitively to minimize legal risks.
- Develop and implement HR policies and procedures to support company culture, employee engagement, and organizational growth.
- Manage recruitment, onboarding, and employee development processes.
- Oversee employee relations, including conflict resolution, performance management, and disciplinary actions.
- Ensure compliance with local labor laws, including payroll management, employee contracts, and termination processes.
- Handle employee benefits, compensation structures, and payroll oversight.
- Advise management on staffing, retention, and training needs.
- Coordinate and manage employee performance appraisals and career development programs.

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Company Description