



PR/122798 | HRGA Leader (Balikpapan)

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1524200

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

March 4th, 2025 10:37

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

Responsibilities:

- Accountable & responsible for managing and monitoring Office Management Services (i.e.: Office Supply, Pantry Supplies, Corporate Number, Postage & Courier, ID Card, Personnel Protection Equipment, Employee Mobility Service) according to policy and procedure to meet employee/operation needs.
- Accountable & responsible for monitoring Fleet Demand, Acquisition, Operations and Asset Disposal in Branch, including unit allocation, database, permit, Inspection, Repair Maintenance, Auction are properly managed in accordance with policy and procedure to support operations.
- Accountable & responsible for managing and monitoring Facility Management Services (i.e.: Land, Yard, Office including Workshop, Warehouse, Mess, Housing, Furniture, Equipment) according to policy and procedure to meet business needs.
- Responsible for monitoring D&IT services (i.e.: ICT devices, IDR Web, Telkom Services, Service Point) to ensure it is delivered within Service Level Agreement (SLA).

- Accountable & responsible for monitoring Travel Management including Ticketing, Transportation (Air/Sea/Land travel), Accommodation (Hotel), Business Trip Settlement, and ECV verification according to policy and procedure, and in order to support business needs.
- Accountable & responsible for managing & monitoring Sourcing & Procurement Services (i.e.: Vendor Selection, Sourcing & Bidding, Create PR, create PO, Contract process, Good Receipt process, Invoice process, Vendor Evaluation) according to policy and procedure to support business/operations.
- Accountable & responsible for maintaining validity of Permits, Legality Document to ensure Good Corporate Governance compliance.
- Responsible for executing Corporate Social Responsibility (CSR) Programs to strengthen Corporate branding.
- Accountable & responsible for providing GA report & analytics to assist HR & GA Leader to identify improvement & required action plan.
- Accountable & responsible for monitoring, reviewing and evaluating GA related OPEX to ensure budget ratio to revenue do not exceed from the approved ratio.
- Accountable & responsible for ensuring Corporate SHE regulation compliance.

Requirements:

- Min. S1 from Civil Engineering, Industrial Engineering, Mechanical Engineering.
- Min. 2 years as GA Lead, including office operation, facilities management, procurement, and IT.
- Preferably based in or near Balikpapan area.
- Strong in Facility and Vendor Management
- Having knowledge in Purchasing
- Having knowledge in Legal (permits, expat formalities and safety regulations).
- Fluent in English

Company Description