



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122526 | HRGA Accounting

**募集職種****人材紹介会社**

ジェイエイシーリクルートメントインドネシア

**求人ID**

1506529

**業種**

その他（商社）

**雇用形態**

正社員

**勤務地**

インドネシア

**給与**

経験考慮の上、応相談

**更新日**

2024年11月26日 10:20

**応募必要条件****職務経験**

3年以上

**キャリアレベル**

中途経験者レベル

**英語レベル**

ビジネス会話レベル

**日本語レベル**

ビジネス会話レベル

**最終学歴**

短大卒：準学士号

**現在のビザ**

日本での就労許可は必要ありません

**募集要項****Job Responsibilities:**

- Assist with manpower planning, accounting, talent acquisition, employee relations, performance management, training and development, and disciplinary actions.
- Conduct recruitment and initial interviews of shortlisted candidates.
- Process and prepare reports related to staffing, recruitment, training, complaints, and performance evaluations.
- Update and maintain employee records (both hard and soft copies, as well as in HRIS)
- Work with the Head Office HR team to align all HR processes, recruitment, and policies.
- Serve as a point of contact with benefit vendors and administrators.
- Maintain digital and electronic records of employees.
- Handle internal and external HR-related inquiries or requests

**Job Requirements:**

- Bachelor's Degree in any major.
- Have experience working at Japanese companies.
- Experienced as an HR for at least 5 years in all areas in HR (generalist).

- Able to build relationship with external parties such as accounting firm.
  - Able to manage accounting & finance administration.
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会社説明