



PR/122549 | HR Manager

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

1507478

業種

化学・素材

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12月03日 10:22

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

Responsibilities:

- Participate in the entire recruitment process, including candidate sourcing, screening, interview scheduling, and background checks.
- Work closely with hiring managers to create job descriptions, identify hiring needs, and implement recruitment strategies.
- Keep employee records in the HRIS (Human Resources Information System) up-to-date and accurate.
- Provide employees with guidance and support on HR policies, procedures, and best practices.
- Address employee relations issues, including conflict resolution, disciplinary actions, and grievances.
- Assist in performance evaluations and provide feedback to employees and managers.
- Help develop and deliver training programs to enhance employee skills and knowledge.

- Stay informed about employment laws and regulations to ensure compliance.
- Support the creation and implementation of HR policies, procedures, and initiatives.
- Protect the confidentiality of sensitive HR information and manage employee data with integrity.
- Work with cross-functional teams to support organizational goals and initiatives.

Requirements:

- Bachelor's degree in Human Resources, Law, Business Administration, or a related field.
- Proven experience in human resources or a related role.
- Knowledge of HR best practices, policies, and procedures.
- Understanding of employment laws and regulations.
- Strong interpersonal and communication skills.
- Excellent problem-solving and decision-making abilities.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in HRIS software.

会社説明