



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

1510463

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12月11日 18:41

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