



PR/122620 | HRGA Senior 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

1510509

#### 業種

その他（人材サービス）

#### 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 18:42

#### 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

#### Key Responsibilities:

#### Human Resources:

- **Strategic HR:** Develop and implement HR strategies aligned with the company's overall business objectives.
- **Talent Acquisition:** Lead the recruitment and selection process to attract and hire top talent.
- **Employee Relations:** Foster positive employee relations, address employee concerns, and resolve conflicts.
- **Performance Management:** Oversee performance management processes, including goal setting, appraisals, and performance improvement plans.
- **Compensation and Benefits:** Manage compensation and benefits programs, ensuring competitiveness and compliance with regulations.
- **Learning and Development:** Develop and implement training and development programs to enhance employee skills and capabilities.
- **Employee Engagement:** Promote employee engagement and well-being through initiatives and programs.
- **HR Policies and Procedures:** Develop, implement, and maintain HR policies and procedures to ensure compliance

and consistency.

**General Affairs:**

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- **Facilities Management:** Oversee the management and maintenance of office facilities, including building maintenance, security, and housekeeping.
- **Office Administration:** Handle administrative tasks, including office supplies, record-keeping, and document management.
- **Risk Management:** Identify and mitigate potential risks related to general affairs operations.
- **Budget Management:** Develop and manage the budget for general affairs activities.

**Qualifications and Skills:**

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- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Master's degree in Human Resources or Business Administration preferred.
- Minimum of 10 years of experience in human resources and general affairs, with at least 5 years in a senior management role.
- Strong knowledge of labor laws, regulations, and best practices.
- Excellent communication and interpersonal skills.
- Strong leadership and organizational skills.
- Ability to handle multiple tasks and prioritize effectively.
- Strong in Government Relations.
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**Additional Considerations:**

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- Experience in a multinational or global organization is preferred.
- Certification in Human Resources (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP) is a plus.
- Strong understanding of business operations and financial management.
- Ability to adapt to changing business needs and implement innovative solutions.

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会社説明