



PR/122502 | HRGA Assistant Manager JS

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

1512127

業種

土木

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24日 10:26

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:

- Assist with manpower planning, 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

Requirements:

- Working experience min. 5 years in HRGA field. Experienced in Japanese company is preferable
- Specialist in compensation, benefits, and payroll
- Japanese speaking (min. N2)
- Have BNSP MSDM certification (head of division)
- Has excellent communication skills
- Proficient in Microsoft Office (esp. Excel and Word)

#LI-JACID

会社説明