



PR/122605 | HRGA 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

1514440

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

2025年01月07日 10:14

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:

HR Management:

- Develop and implement HR policies and procedures aligned with company goals.
- Oversee employee relations, performance management, and career development programs.
- Ensure compliance with labor laws and regulations.
- Implement HRIS and other HR technology solutions.

People Development:

- Design and manage employee training programs.

- Conduct Training Needs Assessments and Performance Appraisals.
- Collaborate with department heads to identify and address skill gaps.
- Promote a culture of continuous learning and professional development.

General Affairs:

- Oversee office management, procurement of supplies, and facility maintenance.
- Manage administrative functions, including travel arrangements and corporate events.
- Prepare and manage HR and GA budgets.

Compliance and Reporting:

- Ensure adherence to Indonesian labor laws and other relevant regulations.
- Prepare reports on HR metrics and provide insights to senior management.

Requirements:

- Bachelor's degree in Psychology, Business Administration, or a related field.
- Minimum of 7 years of experience in HR and GA management from shipping or banking industry.
- Strong background in people development and training.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office and HRIS software.
- Fluency in English and Bahasa Indonesia.

Must Have Qualifications:

- Experience in the shipping or banking industry.
- Strong leadership abilities and problem-solving skills.

会社説明