



PR/122712 | Human Resources Assistant 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

1516290

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

2025年03月04日 15:00

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 Description

- Develop and implement HR strategies, system, policies, procedures, also designing HR roadmap and initiatives aligned with the overall business strategy.
- Manage and support the recruitment and selection process to exquisite, best talent fit for organization.
- Manage and develop employee competency, analyzing & competency assessment overall in the organization.
- Manage and support the implementation of Performance Management with Balanced Score Card to review employee achievement in certain periods.
- Manage the training needs assessment to arrange and execute training programs align with the needs of skill and development in the organization based on competency.
- Maintaining compensation, benefit & rewards to retain best talent and ensure the organization practice meet the industry standard.
- Manage and support company events, employee engagement activities, and initiatives to foster a positive work environment.
- Ensure compliance with all employment laws and regulations.

Job Qualifications:

- Have experience at Organization Development, Recruitment Selection, Compensation Benefit, Training Development, Industrial and Employee Relation.
- Have strong leadership
- Strong interpersonal skills and the ability to work with people at all levels of the organization.
- Excellent analytical, relentlessly resourceful, and problem-solving skills
- Good proficiency in English, both oral & written, is a must
- Have knowledge about Manpower Law

#LI-JACID

会社説明