



PR/122144 | HRGA Korean Speaker

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

1522165

業種

小売

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02月18日 10:17

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

Mandatory Requirements

- **Very fluent in korean language (Speaking, writing and reading) is a must**
- **Having experience minimum of 3 years in related filed**
- **Excellent communication skill**
- **Proficiency in MS office (Word, Excel and PPT)**

General Requirement:

- Candidate must possess at least Bachelor/Master Degree in any field from reputable university
- Strong understanding of labor regulations and best HR practices.
- Excellent communication skill and able to work as a team
- Extremely well-organized and detail oriented;

- Experience in leading a team and managing employee relations;
- Strong interpersonal skills and leadership skills

Job Description:

- Establishing HR Management System and developing HR planning strategies with Management
- Manage and supervise all core HR related areas, including employee relations, internal-external recruitment, selection process, employee engagement, and improving HR systems legal documents, company license ect
- Ensure the company's compliance with applicable labor regulations.
- Advising monthly salary reviews, administering payroll, compensation and benefits (BPJS Kesehatan, Ketenagakerjaan, JSHK, dll)
- Managing employees by formulating, updating, and implementing policies relating to hiring, compensation, benefits and incentives, performance appraisal, performance management
- Developing and implementing policies on a variety of workplace issues eg. disciplinary procedures, absence management, working conditions and performance management

会社説明