



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

## PR/122872 | Personnel Manager

## Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1538111

**Industry**

Industrial Facilities

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

May 1st, 2025 20:10

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

Job Description

- Develop and implement HR Strategies and Initiatives aligned with the overall business strategy
- Build constructive relationships between all stakeholders both internally and externally.
- Monitor internal and external labour relations trends and submit relevant reports to Management.
- Facilitate the implementation of regular meetings between management and labour.
- Coordinates the implementation of employee programs and employee relations.
- Communicates, distributes and implement changes to all employees
- Enhance management and labour knowledge on Industrial Relations related issues.

- Review and revise Company Regulations/Peraturan Perusahaan, Collective Labour Agreement, wage review and labour related policies and procedures.
- Dispute Settlement

Qualifications:

- Minimum bachelor degree in Law, Psychology, or Human Resources Management
- BNSP certified as HR Manager
- Advance communication skill
- Strong working knowledge and experienced in Man Power Planning budget, recruitment strategies, KPI
- Deep understanding in all aspects of HR (Talent Acquisition, Performance Management, Industrial Relations, People Development)
- Ability to solve practical problems and carry out responsibilities under general supervision
- Strong experiences in compensation & benefit with background from organizational development.
- Preferably able to speak Japanese (min. equal to N3), English

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Company Description