



PR/122937 | HRGA Manager

## Job Information

### Recruiter

[JAC Recruitment Indonesia](#)

### Job ID

1538148

### Industry

Securities

### Job Type

Permanent Full-time

### Location

Indonesia

### Salary

Negotiable, based on experience

### Refreshed

May 1st, 2025 20:11

## 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

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- Develop and implement HR Strategies and Initiatives aligned with the overall business strategy
- Build constructive relationships between all stakeholders both internally (Unions) and externally (government bodies, other industry bodies and external parties).
- 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 (PP), Collective Labour Agreement (CLA), wage review and labour related policies and procedures.
- Dispute Settlement (reviews investigation report from internal team and identifies the breach/violation of related policies or procedures and provides recommended disciplinary action based on Industrial Relations guidelines and practices).

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