



PR/122144 | HRGA Korean Speaker

## Job Information

### Recruiter

JAC Recruitment Indonesia

### Job ID

1541618

### Industry

Retail

### Job Type

Permanent Full-time

### Location

Indonesia

### Salary

Negotiable, based on experience

### Refreshed

June 17th, 2025 18:00

## 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

### 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

---

**Company Description**