



JAC Recruitment

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Indonesia

PR/122909 | HRGA Manager

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1541723

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 13:16

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

OVERVIEW

Our client in Logistic Industry currently looking for HRGA Manager to lead and oversee the Human Resources and General Affairs functions. This role is critical in aligning HR strategies with business goals, ensuring compliance with labor regulations, and maintaining smooth day-to-day operations in both people management and general affairs.

JOB RESPONSIBILITIES

- Understand and implement regulations and documentation to corporate legal compliance, ISO standards, HSE (K3), and Hazardous & Toxic Materials (B3)
- Plan and develop employee training schedule in alignment with company needs
- Prepare and manage the training budget
- Analyze training needs and determine the types of training required for various roles and departments

- Report on training outcomes and ensure employees apply the knowledge gained to their roles, measured through KPI
- Conduct evaluation and effectiveness reviews of training program
- Handle recruitment, industrial relations, and organizational development
- Managing the general affairs operation

JOB REQUIREMENT

- Min. Bachelor's degree in any major
- Having experience min. 7 years in HRGA related
- Preferable candidate who has experience in Japanese Company
- Able to speak English

Company Description