



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**

July 1st, 2025 03:00

### 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

**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

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#### Company Description