



PR/123114 | HR Specialist

Job Information

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

1552519

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

September 2nd, 2025 13:00

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

Key Responsibilities:

- Manage generalist HR operations, including daily HR administration.
- Oversee payroll processing and BPJS (Manpower & Health Social Security) management.
- Administer employee insurance programs.
- Take full ownership of the recruitment process from end-to-end.
- Organize and execute various employee events.
- Participate in the preparation and execution of HR audits.
- Ensure compliance with basic labor regulations applicable in Indonesia.

Qualifications & Requirements:

- Bachelor's Degree in Human Resources, Psychology, Law, or a related field.
- Significant work experience in Human Resources, with at least 7 years of experience in a HR generalist or HR Specialist role, equivalent to an Assistant Manager level.
- **Experience in the manufacturing industry will be a significant advantage.**
- **Experience in handling SMETA/SEDEX audits is a distinct plus.**
- A resilient, proactive, and diligent individual capable of handling challenges.
- Able to work independently as an individual contributor, yet also collaborate effectively with support staff.
- Excellent communication skills, both verbal and written, particularly in English, as you will report directly to the Global Leader.
- Strong multitasking and time management skills to handle various priorities.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description