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JAC Recruitment Indonesia

## PR/123219 | HR Manager

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1557727

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

September 9th, 2025 10:15

### 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

We are seeking a hands-on and strategic HR Manager to lead our human resources department. In this role, you will be responsible for developing and implementing HR strategies that align with our business goals, overseeing the entire employee lifecycle, and fostering a positive and productive work environment.

#### Job Responsibilities:

- Develop and execute HR strategies, initiatives, and policies that support the company's overall mission and goals
- Act as a trusted advisor to management and employees, addressing demands, grievances, and other complex issues to maintain a positive and professional workplace.
- Design, implement, and oversee a robust performance management system that drives high performance and facilitates employee development.
- Ensure full compliance with all local labor laws and regulations. Develop, review, and enforce company policies and procedures.
- Lead, mentor, and develop the HR team, fostering a culture of continuous improvement and professional growth.
- Champion our company culture by developing and implementing programs that enhance employee engagement, satisfaction, and retention.
- Provide expert guidance on compensation structures, benefits administration, and industry best practices to ensure we

remain competitive.

**Job Qualifications :**

- Bachelor's degree in Human Resources, Business Administration, or a related field. BNSP and CHRP Certification is a plus.
- Minimum of 5-7 years of progressive HR experience, with at least 3 years in a management role, preferably within a manufacturing or industrial environment.
- In-depth knowledge of local labor laws, regulations, and HR best practices.
- Excellent communication, negotiation, and interpersonal skills, with the ability to build strong relationships at all levels of the organization.
- Strong analytical and problem-solving abilities, with a track record of resolving complex employee relations issues.
- Proven ability to lead and develop an HR team effectively.
- Proficient in HRIS and other HR-related software.

**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**