



## PR/122513 | HR Assistant Manager

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1559383

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

September 23rd, 2025 11:23

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

None

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Key Responsibilities:**

- Develop and implement HR policies and procedures that align with the company's objectives and comply with employment laws and regulations.
- Manage and oversee HR functions, including recruitment, onboarding, performance management, and employee relations.
- Develop and implement training and development programs to enhance employee skills and knowledge.
- Lead employee engagement and retention initiatives to improve company culture and drive employee satisfaction.

**Requirements:**

- Bachelor's degree in human resources or related field.
- At least 5 years of experience as HR Manager with a manufacturing industry background.

- Excellent English communication skills, both verbal and written.
- Has strong understanding about local law regulation
- Has strong HR Generalist skills and experience
- Strong leadership skills and ability to manage and motivate a team.
- Ability to work under pressure and handle multiple priorities.
- Knowledgeable about current HR trends and best practices.

**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