



## PR/123298 | Assistant HR Manager - Retail (English Speaker)

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1560782

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

October 7th, 2025 11:18

### 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

Location: Denpasar Timur, Bali

Industry: Retail (Mass & Premium Photography & Videography)

Employment status: Permanent

The Assistant HR Manager **will oversee all HR operations in Indonesia**, including **recruitment, employee relations, compliance, and daily HR activities for about 300+ employees**. This role requires someone **highly independent** and **confident in making decisions**, able to **manage HR processes end to end, adapt policies to local regulations**, and **ensure smooth operations across different locations**.

### Qualifications:

- **Excellent communication skills in English** (fluent, both written and spoken)
- **Proven track record of 6–8 years in HR** within retail, hotel, or restaurant industries **with multi-branch operations**.
- **Proven ability to independently manage full HR operations for a workforce of 200+ employees**.
- Experience **handling a mix of permanent and part-time employees**.

- **Strong knowledge of Indonesian labor law and HR** compliance.
- Bachelor's degree in human resources, Business Administration, or a related field.

**Responsibilities:**

- **Recruitment & Workforce Planning**  
Lead end-to-end recruitment and develop effective manpower strategies to balance permanent and part-time workforce and support business growth.
- **HR Compliance & Policy**  
Ensure all HR practices comply with Indonesian labor laws and company policies, and adapt internal regulations to government updates.
- **Employee Relations & Decision-Making**  
Manage employee issues and make independent decisions on daily HR matters to maintain a positive and compliant workplace.
- **HR Operations & Administration**  
Oversee all HR documentation and processes, from contracts and letters to onboarding and exit, while maintaining accurate HRIS data (Darwinbox) and reports.
- **Performance & Engagement**  
Support managers in performance management and drive initiatives that enhance employee engagement, satisfaction, and retention.

**Think you tick all the boxes? Great!**

After applying, **send me a DM on my LinkedIn (Milysa Tjandra)** briefly explaining why you're the best fit for this role.

**Your next big career move starts here!**

**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.

Privacy Policy Link: <https://www.jac-recruitment.co.id/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.id/terms-of-use>

---

Company Description