



PR/123421 | HR Manager

## Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1568080

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

May 12th, 2026 10:01

## General Requirements

**Minimum Experience Level**

Over 10 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

### Key Accountabilities

- Responsible for support and maintenance of HRIS functionality with respect to Workday and other HR systems
- Designs and administers compensation programs, process employee confidential data and generate HR related reports
- Sets policies and procedures in order, in accordance the company's goals and practices
- Liaise with RHQ HR to correspondence in the harmonization of the system by adhering local market practices and in country rules governed
- Plan and coordinate company's compensation plan and benefits packages
- Review and update existing benefit of compensation and related policies and ensure these comply with current legislation

- Liaise with RHQ HR on the harmonization of regional compensation and benefits scheme by adhering local market practices and can ensure that our compensation plan comply with the relevant legislation.

#### Key requirements

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 15 years of experience in a senior HR role with a proven track record in strategic HR leadership
- Strong proficiency in HR Information Systems and related technologies.
- Solid understanding of risk management principles and their application within HR operations.
- Demonstrated expertise in performance management frameworks and implementation.
- Exceptional people management skills with the ability to lead, coach, and develop teams.
- Mature, self-motivated, and proactive, with a high level of initiative.
- A team player with strong collaboration and interpersonal abilities.
- Systematic and organized, with excellent problem-solving skills.
- Able to work effectively under pressure and in a fast-paced environment.

**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