



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

April 14th, 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.

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Company Description