



PR/123540 | HR Assistant Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1574828

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 03:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

Our client in manufacturing industry currently looking for HR Assistant Manager. This positions support in overseeing and executing comprehensive Human Resources functions within a manufacturing environment.

JOB RESPONSIBILITIES

- Supporting in planning, implementing, and monitoring overall Human Resources functions
- Managed end-to-end payroll processing, including calculating and reporting of PPh 21
- Administer employee social security programs, including BPJS Kesehatan and BPJS Ketenagakerjaan

- Oversee performance evaluation and appraisal processes, including coordination with line managers and monitoring appraisal timeline
- Support Human Resources Development (HRD) activities, such as training programs, competency development, and employee development initiatives
- Implement and maintain HR operational matters and coordinate closely with related departments to ensure smooth HR processes
- Prepare HR reports, documentation, and support audits or internal reviews as required

JOB REQUIREMENTS

- Bachelor's degree in any major
- Min. 5 years of working experience in Human Resources, preferably in a manufacturing industry
- Strong experience in payroll management
- Good understanding of HR policies related to employee welfare, benefits, and labor regulations
- Fluent in English

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Company Description