



## 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**

April 7th, 2026 04:00

### 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

**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