



PR/123633 | HRGA Assistant Manager / Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1581767

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

April 7th, 2026 10:01

General Requirements

Minimum Experience Level

Over 3 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

OVERVIEW

The HRGA Assistant Manager/Manager will play a foundational and strategic role in establishing the HR and General Affairs functions within a newly formed construction equipment rental company. This position is responsible for building the core HR processes from the ground up, ensuring compliance with Indonesian labor regulations, and supporting the company's rapid operational growth.

JOB RESPONSIBILITIES

- Develop and implement HR policies, SOPs, and company regulations
- Oversee performance management and support in KPI development

- Identify workforce needs and propose manpower planning strategies
- Oversee office management, facility maintenance, and procurement of supplies and services
- Manage company assets
- Develop and maintain HR-related documentation, contracts, and internal documents

JOB REQUIREMENTS

- Bachelor's Degree in any major
- Able to speak English
- Min. 5 years of HRGA experience
- Experienced in start-up or newly established company would be a plus

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Company Description