



PR/123670 | HRGA Manager

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1583832

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

April 21st, 2026 11:02

General Requirements

Minimum Experience Level

Over 6 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

HR Responsibilities

- **Recruitment & Staffing**
 - Plan and execute recruitment strategies to meet manpower needs.
 - Oversee onboarding and orientation programs.
- **Performance Management**
 - Develop KPI frameworks tailored to logistics operations.
 - Conduct employee evaluations and recommend training.
- **Training & Development**
 - Identify skill gaps in warehouse, fleet, and office staff.
 - Organize training programs for compliance, safety, and efficiency.
- **Employee Relations**
 - Handle grievances, disputes, and disciplinary actions.
 - Foster a positive work culture to reduce turnover.
- **Compensation & Benefits**
 - Manage payroll, allowances, and overtime specific to logistics staff.
 - Ensure compliance with labor laws and company policies.

General Affairs Responsibilities

- **Facility Management**
 - Oversee maintenance of warehouses, offices, and fleet facilities.
 - Ensure safety standards and cleanliness across logistics sites.
- **Asset & Inventory Control**
 - Manage company assets (vehicles, equipment, IT tools).
 - Monitor usage and ensure proper documentation.
- **Legal & Compliance**
 - Ensure company compliance with government regulations (transportation, labor, safety).
 - Handle permits, licenses, and audits.
- **Security & Safety**
 - Implement workplace safety programs (especially for warehouse and fleet operations).
 - Coordinate with security teams to safeguard assets.
- **Administrative Support**
 - Manage office supplies, utilities, and vendor contracts.
 - Support management in corporate events and meetings.

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Company Description