



PR/123702 | HR Senior Officer

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1600085

Industry

Machinery

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 18:21

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

Requirements:

- Minimum Bachelor's degree in Psychology, Management, Industrial Engineering, Economics or Information Technology
- Minimum 3 years of experience handling payroll and the supporting administrative
- Excellent command of English, both spoken and written
- Possess a strong combination of the following competencies:
 - Payroll & Compensation Management
 - HRIS & Payroll System Management
 - Attention to detail and Data Accuracy

- Analytical Thinking and Problem Solving
- Communication & Interpersonal Skill
- Proficiency in Microsoft Office
- Time Management & Deadline orientation
- Able to work autonomously & in diverse team
- Regulatory Literacy (Labor Law, Various Income Tax Rules/Regulation)

Responsibilities:

- Handle end-to-end monthly payroll processing including salary, allowances, overtime and deductions
- Ensure accuracy, timeliness, and reconciliation of payroll data and reports
- Manage employee income tax (Pph 21) calculation
- Administer BPJS registration, updates, and monthly contribution payments
- Coordinate payroll disbursement including salary transfer, tax payment, and BPJS payment
- Support compensation processes including salary review, bonus calculation and market benchmarking
- Maintain and update employee data in HRIS to ensure payroll accuracy
- Handle onboarding and termination administration including payroll setup, final settlement and severance calculation
- Prepare HR related payments, vendor coordination and supporting documents
- Support HR operations, compliance and project improvement initiatives

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Company Description