

PR/123993 | Maritime & Shipping HR Manager

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1607815

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 02:00

General Requirements

Minimum Experience Level
Over 10 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

On behalf of our client, a leading player in the maritime, shipping and port industry, we are currently looking for an **experienced and hands-on HR Manager** to join their growing organization.

This role will play a **key role in overseeing the full spectrum of HR functions** and supporting HR initiatives across multiple business entities.

Requirements

1. **Bachelor's degree** in Psychology, Law, HR Management, Management, or related field. **Master's degree preferred.**
2. **Minimum 10 years of HR experience**, with at least **3 years at Manager level**, preferably in maritime, shipping, logistics, freight forwarding, or port industry.

3. **Experience in a publicly listed company (Tbk)** or large-scale corporate environment is highly preferred.
4. **Proven track record managing HR across multiple entities/business units.**
5. **Hands-on approach** in a lean HR structure, able to independently manage broad HR functions.
6. **Solid knowledge of Indonesian employment regulations & industrial relations.**
7. **Excellent communication, stakeholder management, analytical, and problem-solving skills.**

Responsibility

1. **Oversee full HR functions**: Recruitment, Compensation & Benefits, Payroll, Industrial Relations, L&D, Performance & Talent Management, HR Administration.
2. **Develop & implement HR policies, SOPs, Company Regulations, org structures, job descriptions, salary structures.**
3. **Ensure compliance** with Indonesian employment regulations (industrial relations, dispute resolution, termination, BPJS, PPh 21).
4. **Standardize HR policies & systems across multiple entities.**
5. **Lead manpower/workforce planning, HR budgeting, and organizational development.**
6. **Manage job grading, salary benchmarking, C&B, succession planning, and talent development.**
7. **Handle HR audits, restructuring, mergers, and employee transfers across entities.**
8. **Advise Directors & Management** on organizational and employee-related matters.
9. **Monitor & analyze HR metrics**: headcount, turnover, recruitment, payroll, attendance, performance, industrial relations.
10. **Prepare consolidated HR reports & insights** for Directors and Senior Management.

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Company Description