

PR/124010 | Senior Human Resources Officer

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1619250

Industry
Machinery

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 10:19

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

The Senior Human Resources (HR) Officer role is responsible for end-to-end payroll administration, employee income tax, statutory contributions, compensation processes, and employee data management. The position plays a key part in ensuring accurate and timely payroll operations while supporting broader HR compliance, administration, and process improvement initiatives.

Responsibilities

- Handle end-to-end monthly payroll processing, including salaries, allowances, overtime, and deductions
- Manage employee income tax calculations (PPh 21)
- Administer BPJS registrations, updates, and monthly contribution payments
- Coordinate payroll disbursements, including salary transfers, tax payments, and BPJS payments

- Support compensation processes, including salary reviews, bonus calculations, and market benchmarking
- Maintain and update employee data in the Human Resources Information System (HRIS) to ensure payroll accuracy
- Handle onboarding and termination administration, including payroll setup, final settlements, and severance calculations
- Prepare HR-related payments, coordinate with vendors, and maintain supporting documents

Requirements

- Bachelor's degree, preferably in Psychology, Management, Industrial Engineering, Economics, Information Technology, or a related field
- 1–2 years of experience handling payroll and supporting administration
- Excellent command of written and spoken English
- Knowledge of payroll and compensation management
- Knowledge of applicable labour laws and income tax rules and regulations

Benefits

- Monthly transportation allowance
- Medical allowance
- Annual bonus

About the company
A company in the infrastructure industry with a primary focus on the energy and power sector in Indonesia. The organisation supports the development and operation of infrastructure projects through commercial, technical, and project-related activities.

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Company Description