

PR/124048 | Human Resources Manager

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1619251

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:00

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

The Human Resources (HR) Manager role is responsible for overseeing end-to-end HR operations within a manufacturing environment. The position plays a key part in payroll administration, talent acquisition, employee development, compensation and benefits, and industrial relations while supporting effective workforce management.

Responsibilities

- Manage end-to-end HR functions, including payroll administration, recruitment and talent acquisition, learning and development, and compensation and benefits
- Oversee payroll administration and support the accurate and effective delivery of employee compensation and benefits
- Lead recruitment and talent acquisition activities across the organisation
- Support employee learning and development initiatives
- Manage industrial relations matters, including labour union relations, bipartite cooperation forums, and Collective Labour Agreement negotiations

Requirements

- Minimum of 15 years of experience in Human Resources, including experience in a managerial position
- Previous experience within a manufacturing company is highly preferred
- Strong experience in managing end-to-end HR functions, including:
  - Payroll administration
  - Recruitment and talent acquisition
  - Learning and development
  - Compensation and benefits
  - Extensive experience in industrial relations, including:
  - Labour union management
  - Bipartite cooperation forums
  - Collective Labour Agreement (PKB) negotiations
- Fluent English communication skills
- Willingness to work in East Java

About the company
A company in the copper smelting and refining industry. The organisation processes copper concentrate into refined cathodes and related by-products for domestic and international markets.

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Company Description