

PR/124049 | Human Resources and General Affairs Manager

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1619252

Industry
Retail

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 10:19

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 and General Affairs (HRGA) Manager role is responsible for leading the full HRGA function within a Japan-based manufacturing environment. The position plays a key part in workforce planning, employee development, industrial relations, legal compliance, and effective general affairs operations while supporting organisational stability and growth.

Responsibilities

- Lead and manage all HRGA functions, including workforce planning, employee development, compensation and benefits, and HR policy implementation
- Oversee end-to-end recruitment processes to ensure the timely appointment of qualified professionals across all organisational levels
- Manage industrial relations matters, including bipartite meetings, employee grievances, disciplinary actions, labour disputes, and compliance with Indonesian labour regulations
- Ensure compliance with employment laws, company regulations, contracts, and other legal requirements while minimizing HR-related risks

- Manage general affairs operations, including facilities, company assets, vendor management, licenses, security, international employee administration, and support for the wider workforce

Requirements

- More than 10 years of HRGA experience, including at least 4 years in a managerial position
- Experience within a Japan-based manufacturing company
- Strong experience in industrial relations, bipartite meetings, labour dispute resolution, and workforce regulatory compliance
- An educational background in Law would be a strong advantage

About the company
A global company operating in the writing instruments manufacturing industry. The organization manufactures writing products using established production technologies and forms part of a wider international business with a long history in the development and manufacture of writing instruments.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: https://www.jac-recruitment.co.id/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.co.id/terms-of-use

Company Description