

PR/124178 | HRGA Manager

Job Information

Recruiter
JAC Recruitment Indonesia

Job ID
1621710

Industry
Other

Job Type
Permanent Full-time

Location
Indonesia

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:08

General Requirements

Minimum Experience Level
Over 10 years

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

Key Responsibilities
1. Manage end-to-end HR functions, including recruitment, employee relations, performance management, training, compensation & benefits, and industrial relations.
2. Oversee General Affairs operations, including facility management, company assets, licenses, permits, and vendor management.
3. Develop and implement HR policies and procedures in compliance with Indonesian labor regulations.
4. Act as a strategic business partner to management in organizational development and workforce planning.
5. Maintain positive employee relations and handle disciplinary matters effectively.
6. Coordinate and negotiate with external parties, government authorities, labor unions, and service providers.
7. Support management in driving employee engagement and continuous improvement initiatives.

Requirements
1. Bachelor's Degree in Human Resources, Psychology, Law, Business Administration, or a related field.
2. Minimum 2 years of experience as an HR Manager.
3. Minimum 8 years of overall experience in Human Resources.
4. Proven experience working in a Japanese manufacturing company.
5. Business-level English proficiency, both written and spoken.
6. Strong communication, interpersonal, and negotiation skills.

7. Solid understanding of Indonesian labor laws and HR best practices.
8. Strong leadership and people management skills.
9. Ability to work independently and manage multiple priorities in a fast-paced environment.

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