



PR/122909 | HRGA Manager

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1541723

業種

物流・倉庫

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2025年06月03日 05:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

OVERVIEW

Our client in Logistic Industry currently looking for HRGA Manager to lead and oversee the Human Resources and General Affairs functions. This role is critical in aligning HR strategies with business goals, ensuring compliance with labor regulations, and maintaining smooth day-to-day operations in both people management and general affairs.

JOB RESPONSIBILITIES

- Understand and implement regulations and documentation to corporate legal compliance, ISO standards, HSE (K3), and Hazardous & Toxic Materials (B3)
- Plan and develop employee training schedule in alignment with company needs
- Prepare and manage the training budget
- Analyze training needs and determine the types of training required for various roles and departments

- Report on training outcomes and ensure employees apply the knowledge gained to their roles, measured through KPI
- Conduct evaluation and effectiveness reviews of training program
- Handle recruitment, industrial relations, and organizational development
- Managing the general affairs operation

JOB REQUIREMENT

- Min. Bachelor's degree in any major
- Having experience min. 7 years in HRGA related
- Preferable candidate who has experience in Japanese Company
- Able to speak English

会社説明