



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

## PR/122798 | HRGA Leader (Balikpapan)

## 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

1549618

## 業種

その他（メーカー）

## 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07月08日 17:21

## 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

## Responsibilities:

- Accountable & responsible for managing and monitoring Office Management Services (i.e.: Office Supply, Pantry Supplies, Corporate Number, Postage & Courier, ID Card, Personnel Protection Equipment, Employee Mobility Service) according to policy and procedure to meet employee/operation needs.
- Accountable & responsible for monitoring Fleet Demand, Acquisition, Operations and Asset Disposal in Branch, including unit allocation, database, permit, Inspection, Repair Maintenance, Auction are properly managed in accordance with policy and procedure to support operations.
- Accountable & responsible for managing and monitoring Facility Management Services (i.e.: Land, Yard, Office including Workshop, Warehouse, Mess, Housing, Furniture, Equipment) according to policy and procedure to meet business needs.
- Responsible for monitoring D&IT services (i.e.: ICT devices, IDR Web, Telkom Services, Service Point) to ensure it is delivered within Service Level Agreement (SLA).

- Accountable & responsible for monitoring Travel Management including Ticketing, Transportation (Air/Sea/Land travel), Accommodation (Hotel), Business Trip Settlement, and ECV verification according to policy and procedure, and in order to support business needs.
- Accountable & responsible for managing & monitoring Sourcing & Procurement Services (i.e.: Vendor Selection, Sourcing & Bidding, Create PR, create PO, Contract process, Good Receipt process, Invoice process, Vendor Evaluation) according to policy and procedure to support business/operations.
- Accountable & responsible for maintaining validity of Permits, Legality Document to ensure Good Corporate Governance compliance.
- Responsible for executing Corporate Social Responsibility (CSR) Programs to strengthen Corporate branding.
- Accountable & responsible for providing GA report & analytics to assist HR & GA Leader to identify improvement & required action plan.
- Accountable & responsible for monitoring, reviewing and evaluating GA related OPEX to ensure budget ratio to revenue do not exceed from the approved ratio.
- Accountable & responsible for ensuring Corporate SHE regulation compliance.

Requirements:

- Min. S1 from Civil Engineering, Industrial Engineering, Mechanical Engineering.
- Min. 2 years as GA Lead, including office operation, facilities management, procurement, and IT.
- Preferably based in or near Balikpapan area.
- Strong in Facility and Vendor Management
- Having knowledge in Purchasing
- Having knowledge in Legal (permits, expat formalities and safety regulations).
- Fluent in English

**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>

---

会社説明