



PR/123114 | HR Specialist

## 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

1552519

## 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08月05日 13:01

## 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

## Key Responsibilities:

- Manage generalist HR operations, including daily HR administration.
- Oversee payroll processing and BPJS (Manpower & Health Social Security) management.
- Administer employee insurance programs.
- Take full ownership of the recruitment process from end-to-end.
- Organize and execute various employee events.
- Participate in the preparation and execution of HR audits.
- Ensure compliance with basic labor regulations applicable in Indonesia.

**Qualifications & Requirements:**

- Bachelor's Degree in Human Resources, Psychology, Law, or a related field.
- Significant work experience in Human Resources, with at least 7 years of experience in a HR generalist or HR Specialist role, equivalent to an Assistant Manager level.
- **Experience in the manufacturing industry will be a significant advantage.**
- **Experience in handling SMETA/SEDEX audits is a distinct plus.**
- A resilient, proactive, and diligent individual capable of handling challenges.
- Able to work independently as an individual contributor, yet also collaborate effectively with support staff.
- Excellent communication skills, both verbal and written, particularly in English, as you will report directly to the Global Leader.
- Strong multitasking and time management skills to handle various priorities.

**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.

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会社説明