



PR/123540 | HR Assistant 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

1574828

業種

化学・素材

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

2026年02月10日 08:00

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

無し

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 manufacturing industry currently looking for HR Assistant Manager. This positions support in overseeing and executing comprehensive Human Resources functions within a manufacturing environment.

JOB RESPONSIBILITIES

- Supporting in planning, implementing, and monitoring overall Human Resources functions
- Managed end-to-end payroll processing, including calculating and reporting of PPh 21
- Administer employee social security programs, including BPJS Kesehatan and BPJS Ketenagakerjaan

- Oversee performance evaluation and appraisal processes, including coordination with line managers and monitoring appraisal timeline
- Support Human Resources Development (HRD) activities, such as training programs, competency development, and employee development initiatives
- Implement and maintain HR operational matters and coordinate closely with related departments to ensure smooth HR processes
- Prepare HR reports, documentation, and support audits or internal reviews as required

JOB REQUIREMENTS

- Bachelor's degree in any major
- Min. 5 years of working experience in Human Resources, preferably in a manufacturing industry
- Strong experience in payroll management
- Good understanding of HR policies related to employee welfare, benefits, and labor 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.

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会社説明