



PR/123633 | HRGA Assistant Manager / 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

1581767

業種

土木

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06月02日 09:00

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

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

The HRGA Assistant Manager/Manager will play a foundational and strategic role in establishing the HR and General Affairs functions within a newly formed construction equipment rental company. This position is responsible for building the core HR processes from the ground up, ensuring compliance with Indonesian labor regulations, and supporting the company's rapid operational growth.

JOB RESPONSIBILITIES

- Develop and implement HR policies, SOPs, and company regulations
- Oversee performance management and support in KPI development

- Identify workforce needs and propose manpower planning strategies
- Oversee office management, facility maintenance, and procurement of supplies and services
- Manage company assets
- Develop and maintain HR-related documentation, contracts, and internal documents

JOB REQUIREMENTS

- Bachelor's Degree in any major
- Able to speak English
- Min. 5 years of HRGA experience
- Experienced in start-up or newly established company would be a plus

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会社説明