



PR/123670 | 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

1583832

業種

その他（人材サービス）

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16日 15:01

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

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

HR Responsibilities

- **Recruitment & Staffing**
 - Plan and execute recruitment strategies to meet manpower needs.
 - Oversee onboarding and orientation programs.
- **Performance Management**
 - Develop KPI frameworks tailored to logistics operations.
 - Conduct employee evaluations and recommend training.
- **Training & Development**
 - Identify skill gaps in warehouse, fleet, and office staff.
 - Organize training programs for compliance, safety, and efficiency.
- **Employee Relations**
 - Handle grievances, disputes, and disciplinary actions.
 - Foster a positive work culture to reduce turnover.
- **Compensation & Benefits**
 - Manage payroll, allowances, and overtime specific to logistics staff.
 - Ensure compliance with labor laws and company policies.

General Affairs Responsibilities

- **Facility Management**
 - Oversee maintenance of warehouses, offices, and fleet facilities.
 - Ensure safety standards and cleanliness across logistics sites.
- **Asset & Inventory Control**
 - Manage company assets (vehicles, equipment, IT tools).
 - Monitor usage and ensure proper documentation.
- **Legal & Compliance**
 - Ensure company compliance with government regulations (transportation, labor, safety).
 - Handle permits, licenses, and audits.
- **Security & Safety**
 - Implement workplace safety programs (especially for warehouse and fleet operations).
 - Coordinate with security teams to safeguard assets.
- **Administrative Support**
 - Manage office supplies, utilities, and vendor contracts.
 - Support management in corporate events and meetings.

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会社説明