



PR/123702 | HR Senior Officer

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

1600085

業種

機械

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08月07日 05:00

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

Requirements:

- Minimum Bachelor's degree in Psychology, Management, Industrial Engineering, Economics or Information Technology
- Minimum 3 years of experience handling payroll and the supporting administrative
- Excellent command of English, both spoken and written
- Possess a strong combination of the following competencies:
 - Payroll & Compensation Management
 - HRIS & Payroll System Management
 - Attention to detail and Data Accuracy

- Analytical Thinking and Problem Solving
- Communication & Interpersonal Skill
- Proficiency in Microsoft Office
- Time Management & Deadline orientation
- Able to work autonomously & in diverse team
- Regulatory Literacy (Labor Law, Various Income Tax Rules/Regulation)

Responsibilities:

- Handle end-to-end monthly payroll processing including salary, allowances, overtime and deductions
- Ensure accuracy, timeliness, and reconciliation of payroll data and reports
- Manage employee income tax (Pph 21) calculation
- Administer BPJS registration, updates, and monthly contribution payments
- Coordinate payroll disbursement including salary transfer, tax payment, and BPJS payment
- Support compensation processes including salary review, bonus calculation and market benchmarking
- Maintain and update employee data in HRIS to ensure payroll accuracy
- Handle onboarding and termination administration including payroll setup, final settlement and severance calculation
- Prepare HR related payments, vendor coordination and supporting documents
- Support HR operations, compliance and project improvement initiatives

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会社説明