

PR/124049 | Human Resources and General Affairs 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
1619252

業種
小売

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11月10日 11:00

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
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

The Human Resources and General Affairs (HRGA) Manager role is responsible for leading the full HRGA function within a Japan-based manufacturing environment. The position plays a key part in workforce planning, employee development, industrial relations, legal compliance, and effective general affairs operations while supporting organisational stability and growth.

Responsibilities

- Lead and manage all HRGA functions, including workforce planning, employee development, compensation and benefits, and HR policy implementation
- Oversee end-to-end recruitment processes to ensure the timely appointment of qualified professionals across all organisational levels
- Manage industrial relations matters, including bipartite meetings, employee grievances, disciplinary actions, labour disputes, and compliance with Indonesian labour regulations
- Ensure compliance with employment laws, company regulations, contracts, and other legal requirements while minimizing HR-related risks

- Manage general affairs operations, including facilities, company assets, vendor management, licenses, security, international employee administration, and support for the wider workforce

Requirements

- More than 10 years of HRGA experience, including at least 4 years in a managerial position
- Experience within a Japan-based manufacturing company
- Strong experience in industrial relations, bipartite meetings, labour dispute resolution, and workforce regulatory compliance
- An educational background in Law would be a strong advantage

About the company
A global company operating in the writing instruments manufacturing industry. The organization manufactures writing products using established production technologies and forms part of a wider international business with a long history in the development and manufacture of writing instruments.

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会社説明