

## Director of HR

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Company: Sekolah Pelita Harapan

Location: Indonesia

Category: other-general

Develop and execute HR strategies that support the organization's goals and objectives. Oversee recruitment, hiring, and onboarding processes. Develop strategies to attract and retain top talent, and ensure the workforce is aligned with the organization's needs. Foster a positive and inclusive work environment. Address employee concerns, conflicts, and grievances while promoting open communication and resolving issues effectively. Develop and implement performance management processes, including goal-setting, regular feedback, and performance evaluations. Identify training needs, design employee development programs, and provide opportunities for skill enhancement and career growth. Oversee the design and administration of compensation structures and benefits programs. Ensure HR policies and practices align with relevant labor laws, regulations, and industry standards. Lead HR-related initiatives during times of organizational change, such as mergers, acquisitions, or restructuring. Collect, analyze, and report on HR data and metrics to measure the effectiveness of HR programs and initiatives.

**Job Requirements** A bachelor's degree in Human Resources, Business Administration, or a related field is typically required. A master's degree or relevant certifications (e.g., SPHR, SHRM-SCP) may be preferred. Prior experience as an HR Manager or HR Business Partner is common. Strong leadership, team management, and interpersonal skills are essential for effectively leading and guiding the HR team. Excellent English skill, both written and verbal communication. Adept at analyzing complex situations, identifying root causes, and implementing effective solutions. Thorough understanding of labor laws, regulations, and compliance requirements to ensure HR practices are legally sound. Uphold high ethical standards and maintain confidentiality when handling

sensitive employee information Comfortable with HR software, databases, and technology tools for data management, analytics, and employee communication Ability to negotiate and influence effectively in situations such as compensation discussions or employee relations matters

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