

General Affairs Manager

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Company: PERSOLKELLY

Location: Indonesia

Category: other-general

Location: Indonesia Indonesia Work Type: Full Time Salary: to

PERSOLKELLY Indonesia is currently assisting one of our clients in one of the Japanese companies in finding great talent as a General Affair Manager with the requirement as follows:

Working location: Bekasi – Cikarang – Karawang

Job Responsibility:

Lead GA team to ensure that following activities will be done rightly and timely:

GA's budget planning and controlling yearly.

Developing, reviewing, and improving administrative systems, policies, and procedures.

Ensure safe workplace, coordinate with relevant departments and government to conduct activities about firefighting prevention as the authority regulations

Control company assets, facilities including of periodically inventory, record, transfer or disposal company asset every year as mentioned in the policies.

Control the implementation of rules relating with Integrated Management system

Budget spending control and PDCA improvement idea

Ensures facilities and procurement are in top condition and maintenance or renovation are up to standards

Planning, scheduling, and promoting organization events, including Team building, Year-end party, etc.

Requirements:

Min. minimal Bachelor Degree, any major

Have 5 years experiences in General Affair Function and 2 years in managerial position.

Have experience working with expatriates

Familiarity with budget planning, budget control and enforcement.

Have knowledge of K3 (Occupational Safety and Health) and 5S.

Have good industrial relationship and good communication both internal and external parties (Office Management)

Strong leadership, problem solving, critical thinking, verbal and written communication skills.

Customer-oriented, team spirit, can do attitude, resilient & motivating.

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