

HR Business Partner Manager

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Company: Simbadda Group

Location: Indonesia

Category: other-general

Posted 3 months ago and deadline of application is on 30 Dec Recruiter was hiring 5 hours ago

Job Description Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions) Suggest new procedures and policies to continually improve efficiency of the HR department and organization as a whole, and to improve employee experience Develop training and development programs to strengthen and improve our company culture Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process Resolve complex employee relations issues and address grievances

Minimum Qualifications Bachelor's degree in psychology, law, business or related field 2 - 4 years working experiences in HR Business Partner are preferred Maximum is 30 years old Additional HR training or experience is a plus Excellent communication skills, interpersonal skills, ethics, and cultural awareness Advanced knowledge of MS Office, HRIS systems, and comfortable learning new technical systems as needed

Perks and Benefits Performance Bonus Employee Discounts Medical / Health Insurance Required

Skills Organizing and Planning HRIS software Employee Relations Strategic Planning Communication Skills Preferred Courses Psychology (Human Resource Management) Business Administration (Human Resource Development Management)

Feel secure when applying: look for the verified icon and always do your research on a company. Avoid and report situations when employers require payment or work without compensation as part of their application process.

About Simbadda Group Starting an unincorporated business in 1996, Simbadda Group has been distributing high quality consumer electronics

throughout Indonesia. The business unit has started to form a corporate business since 2002. One of our leading brands is SIMBADDA, which is known by the Indonesian people as a pioneer of speakers, cases and power supplies. We are also involved in the distribution of premium gadget accessories and PC components. Simbadda Group will continue to expand its distribution business to grow in the consumer electronics industry in Indonesia. Simbadda Group always upholds the value of honesty, among others: honesty of quality, honesty of cooperation in business and trying to establish cooperation with all partners throughout Indonesia. Currently, Simbadda Group is expanding towards digital transformation that is looking for enthusiastic, passionate, ambitious individuals to be part of us.

Human Capital Supervisor
Leading and supervising the human capital team members
Overseeing the company's human resources activities, including but not limited to: payroll, compensation and benefit, culture management, company events and recruitment. Actively reporting to CEO regarding organizational condition
Ensuring the accuracy and timeliness of HR operations
In charge of maintaining the company's HR budget
Ensuring the compliance with the labour regulations
Ideate improvement initiatives for HR processes
Rakamin Academy South Jakarta, Indonesia
Remote Work
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1 /c/rakamin-academy/jobs/228374/human-capital-supervisor-2

HR Associate
The ideal candidate will have experience in HR or recruitment and a solid grasp of HR policies and procedures. Key responsibilities include overseeing employee development, orientation, benefits, compensation, and conflict resolution. This role provides a chance to significantly improve our HR systems. We need someone skilled in interpersonal connections and detail-oriented to adapt to our evolving workforce.

HR Responsibilities
Recruitment: Efficiently manage the entire recruitment process from start to finish.
Employee Lifecycle Management: Oversee all employee events from onboarding to offboarding.
Employee Relations: Serve as a mediator between staff and management, addressing any arising issues.
Staff Management: Guide office staff through counseling, discipline, and performance appraisals.
Policy Consultation and Compliance: Advise on policies, negotiate worker contracts, and ensure compliance with workplace laws.
Human Capital Development: Support business goals by fostering employee development, engagement, and retention.
Benefits Administration: Handle compensation and benefits, ensuring compliance with labor laws.
Employee Engagement: Organize internal events and activities to boost engagement.
Retention Strategies: Implement programs to retain employees and recognize their achievements.

Algoritma Jakarta Selatan, Indonesia · IDR78,000,000.00- IDR90,000,000.00 / year
Posted 9 days

ago • Apply before 8 Mar Recruiter was hiring 3 hours ago2 /c/algorithmajobs/235774/hr-associate-3HRD Staff - Conducting job interviews and coordinating the hiring process. - Managing the end-to-end recruitment process, from sourcing to onboarding. - Handling employee relations matters and addressing employee concerns. - Implementing HR policies and procedures to maintain a positive work environment. - Identifying training needs and organizing relevant training programs. - Implementing career development initiatives for employees. - Coordinating the performance appraisal process. - Providing feedback and guidance to employees on performance improvement. - Maintaining accurate and up-to-date employee records. - Handling HR documentation and ensuring compliance with relevant laws and regulations. - Developing and implementing employee engagement initiatives. - Organizing team-building activities and events. PT SpanSet Indonesia Jakarta Utara, Indonesia Posted 9 days ago • Apply before 8 Feb Recruiter was hiring 3 hours ago3 /c/pt-spanset-indonesia/jobs/235785/hrd-staff Sr. People Operations AssociateKalibrr (YC W13) is a recruitment platform that helps 1,000+ employers connect, engage, and hire over 5M white-collar professionals from our community. We've helped startups to Fortune 500 companies, such as Apple, Coca-Cola, Google, and Unilever, collectively hire 500,000+ talents in SE Asia - leveraging our AI recommendations, online assessments, and advanced recruiter tools to achieve recruitment success. We are on a mission to scale globally and work with the best caliber of people to make it happen. Kalibrr is looking for a Sr. People Operations Associate to build and reinvigorate our people team, philosophy, and practices from the foundation up. Kalibrr's mission is to provide meaningful employment for anyone, anywhere, and you will be instrumental in helping to create a high performing organization and a great place to work to deliver on that mission. As the Sr. People Operations Associate, you will be responsible for leading recruiting, onboarding, team member engagement, and HR operations. You will have a strong and influential company-wide presence and will partner to build and sustain Kalibrr's culture that is a differentiator to the success of our business. This leadership role requires an approach that focuses equally on strategy as it does on rolling up your sleeves to execute on the work. While you will be ultimately responsible for building and leading people operations, you will have ample opportunity to work with, learn from, and influence other functions in the company. You will report directly to the CEO and will lead the People team to support our growing business. Responsibilities Leading strategy to maintain strong team member engagement (e.g. best practices via surveys, continuous feedback loops, etc.) Implementing scalable processes

and systems across hiring, onboarding, compensation, HR compliance, performance management and training, among others Managing the recruiting, onboarding and development of employees around the world while maintaining a rapid hiring pace with a remote-first strategy Developing, nurturing and communicating the company culture (mission and values) in a dynamic environment Managing internal communications in order to drive company goals and give employees context and guidance Oversee the refinement of our total rewards philosophy that is motivating, equitable and rewards a high-performing culture Provide expertise specific to employment law and compliance requirements. Maintaining in depth knowledge of legal requirements related to day-to-day management of employees, and reduce legal risks Running and owning payroll process Managing master data in our core HR systems, supporting reporting and audit activities, ensuring data governance, integrity, confidentiality, and compliance Manage site services, real estate, workspace planning and office management Kalibrr Makati, Philippines Remote Work Posted NaN years ago • Apply before 16 Dec Recruiter was hiring 25 minutes ago 4 /c/kalibrr-ph/jobs/119002/sr-people-operations-associate Career and Competency Management Develop, Implement, and Conduct Performance Management processes & evaluations Collect and analyze performance data to identify trends and areas for improvement Generate reports for management on Objective Key Results Regularly review and refine the performance management system to ensure relevance and effectiveness Ensure a pipeline of talent for key roles within the organization Monitor progress towards goals and make adjustments as necessary in the performance management process Implement strategies to enhance employee engagement through performance management initiatives Conduct competency mapping to identify training needs and development opportunities based on performance review results and assessments OY! Indonesia Kota Jakarta Selatan, Indonesia Remote Work Posted 12 days ago • Apply before 5 Feb Recruiter was hiring 6 days ago 5 /c/oy-indonesia/jobs/235729/career-and-competency-management #J-18808-Ljbffr

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