

HR Generalist (Indonesia)

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Company: ZFX

Location: Indonesia

Category: other-general

Purpose :The HR Generalist is responsible for managing local/in-country HR operations. This individual is primarily accountable for driving the effective delivery of HR programs and services across the entire employee lifecycle. While the HR Generalist serves as an advisor to employees, providing guidance on HR policies and processes, he/she also works closely with the Country Manager, Department Heads, Line Managers, and other key stakeholders in ensuring employees feel supported and are engaged throughout their employment with the company. **Key Accountabilities :** Working closely with the Regional Head of People in adopting the overall HR Strategy and operational plans in the local HR operations through regular goal setting, ensuring quarterly objectives and priority areas are aligned with overall Company strategy Developing and aligning local HR policies and procedures with the country's legislation well as the company's global requirements; ensuring the organization's compliance with local employment regulations Sending out job offers and gathering pre-employment requirements from incoming new joiners Effectively onboarding new joiners into the company, promptly delivering HR/company briefing Carrying out payroll management activities (new hire payroll registration, monthly payroll processing and statutory reporting, and final pay processing) for all employees Keeping track of employee benefits utilization, processing claims, and coordinating with external benefit providers/partners (e.g. availment, renewal) Monitoring new hire performance, guiding Managers during performance reviews, confirming employment regularization Ensuring quarterly performance reviews are completed, documenting and cascading employee performance scores, calculating performance bonuses when applicable Carrying out in-

country employee engagement initiatives and activities Managing and addressing employee issues related to misconduct and grievance and facilitating disciplinary procedures Managing the HRIS, monitoring attendance and leave utilization, and guiding employees on using HR technology and related platforms Keeping employee records up-to-date and ensuring all relevant HR documentation are intact Preparing HR reports and utilizing people analytics to understand people drivers and identify improvement areas Promptly addressing employee inquiries and resolving workforce issues Managing in-country HR budget and expenses Serving as the lead subject matter expert (SME) in all local HR matters, assisting and advising line managers on performance management, people development, compensation management, and employee issues Conducting regular total rewards (compensation, benefits, perks, engagement initiatives) benchmarking to help the company attract and retain talents Regularly touching base with Department Heads and Line Managers to identify people-related needs and pressing employee issues Collaborating with the TA team on the development and implementation of creative recruiting strategies to hire the best available talent Communicating with statutory bodies/governmental authorities when needs arise Performing other relevant duties that may be assigned

Qualifications (including core skills and competencies) University degree At least four (4) years of progressive work experience in full cycle HR Management (recruitment and onboarding, payroll and benefits, employee engagement, performance management, employee/industrial relations)

Experience in fast-paced and high growth multinational organizations, background in the fintech/tech industry a plus Strong understanding of HR processes, procedures, and best practices as well as local employment laws Experience in designing and implementing HR policies, procedures, and programs Ability to effectively build relationships with and manage stakeholders across all levels Excellent knowledge and understanding of regulations, accepted professional standards, and local legislations (including legislation on employment, data protection, and health & safety) Knowledgeable about identifying, tracking, and analyzing key HR performance metrics/KPIs Excellent planning, organizational, and goal-setting skills Well-versed in the latest HR technologies and must be savvy about relevant systems and tools Excellent communication and interpersonal skills; possesses a positive and approachable manner Curious, proactive and agile; able to come up with innovative solutions to problems Methodical, has a strong attention to detail, and able to make quick and rational decisions Commitment to continuous personal development; willingly seeks, accepts, and delivers feedback Experience in operating in a high-pressure

environment Medical Benefit Optical Benefit Gym/Fitness Subsidy Travel Allowance Staff Referral Bonus Program Work From Anywhere Policy (T&C applies) Hybrid Working (4-days office + 1-day Work From Home) Long Service Reward (with Cash Incentives in USD)

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