

HR Generalist (Semarang)

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Company: byOrange

Location: Semarang

Category: other-general

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Responsibilities : Partner with the HR team to implement HR policies, programs, and initiatives aligned with company objectives. Act as the first point of contact for HR-related inquiries, providing guidance and support to employees and managers. Coordinate recruitment efforts, including job postings, resume screening, interviews, and onboarding activities for new hires. Conduct orientation sessions to ensure new employees are seamlessly integrated into the organization. Administer and manage employee benefits programs, including health insurance, retirement plans, and other related benefits. Assist in the performance management process, including goal setting, performance evaluations, and development plans. Handle employee relations matters, including conflict resolution, disciplinary actions, and termination processes. Maintain accurate and up-to-date HR records and documentation in compliance with legal requirements. Support training and development initiatives, including identifying training needs and organizing relevant programs. Stay current with HR best practices, labor laws, and industry trends to ensure compliance and effectiveness.

Qualifications : Bachelor's degree in Human Resources, Business Administration, or related field. Proven experience in HR roles, with a focus on generalist responsibilities. Professional experience in Logistics industry will be a plus. Strong understanding of HR principles, policies, and practices. Excellent communication and

interpersonal skills, with the ability to handle sensitive and confidential information with discretion. Proficiency in HR software and Microsoft Office Suite. Ability to work independently and collaboratively in a team-oriented environment. Familiarity with Indonesian labor laws and regulations is a plus. Powered by JazzHR

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