

## HRGA SPV~Manager

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Company: PERSOLKELLY

Location: Setiabudi

Category: other-general

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

Minimum 5 years of experience in HRGA including planning HR strategies

Can speak English within business level

Experiences in handling both HR and GA (recruitment, internal personnel planning, labour union, etc)

PERSOLKELLY Indonesia is currently assisting one of our Japanese company in automotive industry to find a HRGA Supervisor ~ Manager position to be placed in their Jakarta office. Please find the requirements and job descriptions below:

Job descriptions:

Management of the HRGA division including planning HRGA related strategies and monitoring/supervising team performance

Responsible of recruitment within the company and subsidiaries

Controlling and monitoring the HRIS system and keeping track of HRGA data

Visa and business travel support for expatriates and members from other branches/headquarter

Handling labour union related matters and negotiating with relevant government agencies

Requirements:

Experience as HRGA managerial role for over 5 years (supervisor or above),

Experience handling both HR and GA matters (recruitment, internal personnel planning, labour union, expatriate visa documents),

Familiar with human resources information system (HRIS) software and sharepoints.

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