

Senior HR & Admin Officer

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Company: China Mobile International Limited

Location: Indonesia

Category: other-general

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Responsibility

Act as HR Business Partner to Indonesia subsidiary. Provide solutions and advice on full spectrum of HR matters, including recruitment, employee relations, compensation & benefits, performance & reward management, HR filing and records, training & development, staff care & activities, etc.

Support HR matters for other APAC countries, such as Vietnam, Korea and India

Maintain compliance with local employment and benefits laws and regulations.

Develop and maintain records, reports, organization charts and logs.

Organize and supervise all of the administrative activities that facilitate the smooth running of the office.

Any ad-hoc tasks as assigned.

Requirements

Minimum 5 years of relevant work experience

HR expertise, regional HR experience is preferred. Experience with expatriate employees will be an advantage.

Hand-on experience in MS Office

Strong sense of responsibility with excellent planning, organizational and problem-solving skills

Excellent interpersonal skills. Willing to meet people from all levels, internally and externally.

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