



URGENTLY REQUIRED HR & GA Manager

Requirements:

1. Bachelor's degree in psychology/law/management from reputable university
2. Min. 5-10 years' experience in HR & GA matters (specially manufacturing)
3. Strong Leadership, good interpersonal and communication skill, have a high sense of urgency, hard working
4. Excellent knowledge in HR Management, Asset Management, Company License arrangement, Compensation and Benefit, Industrial Relation
5. Good understanding of Labor Law, Payroll and Income Tax Regulation
6. Good understanding of local government procedures & constitution, PKB
7. Understanding of ISO is a must
8. Computer literate
9. Fluent in English both spoken and written
10. High integrity, professionalism, and ability to work under pressure with multiple priorities.

Responsibilities:

1. Fully responsible for all aspects of HR function (i.e. recruitment, training & development, compensation & benefit, administration, employee relations), recommend changes to ensure policies & procedures in line with organization needs & labor law.
2. To manage & supervise general service activities, asset management, and office services matters in order to support daily office operation; responsible to maintain & ensure validity of company's license.

Please send your application letter with latest resume, stating details of qualifications, summary of experience, current & expected salary, and other supporting documents, not later than two weeks after this advertisement to:

HR SECTION

Jl. Raya Kebayoran Lama Pal. 7 No. 31, Jakarta 12210
or email to hrd@sasinternasional.com