



URGENTLY REQUIRED HR & GA SUPERVISOR

Requirements:

1. Bachelor's degree in psychology/law/management from reputable university
2. Min. 3 years' experience in HR & GA matters (especially in manufacturing)
3. Strong Leadership, good interpersonal and communication skill, have a high sense of urgency, hard working
4. Good knowledge in HR Management, Asset Management, Company License arrangement
5. Good understanding of Labor Law & Income Tax Regulation
6. Good understanding of local government procedures & constitution
7. Understanding of ISO is a must
8. Computer literate
9. Fluent in English both spoken and written

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 to support daily office operation; responsible to maintain & ensure validity of company's license & permit.

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 hrd@sasinternasional.com