

# HR Manager



admin@jobspace.co.id

Phone :

Web :

## Job Summary

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Vacancy : 1

Deadline : Sep 18, 2023

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Employment Status : Full Time

Experience : 5 - 10 Years

Salary : IDR. 35.000.000,-

Gender : Any

Career Level : Manager

Qualification : Min Bachelor Degree

## Job Description

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1. Develop and implement HR strategies aligned with the organization's objectives.
2. Manage the end-to-end recruitment process, including job postings, screening, interviewing, and onboarding.
3. Oversee performance management processes, including goal setting, performance reviews, and coaching.
4. Handle employee relations matters, addressing conflicts and ensuring a harmonious workplace.
5. Provide guidance on HR policies, procedures, and employment laws to ensure compliance.
6. Collaborate with leadership to identify training and development needs and implement appropriate programs.
7. Monitor and manage compensation and benefits programs.
8. Maintain accurate employee records and HR databases.
9. Lead initiatives to enhance employee engagement, satisfaction, and retention.
10. Stay updated on industry trends and best practices to continually improve HR processes.

## Education & Experience

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1. Bachelor's degree in Human Resources, Business Administration, or a related field; Master's degree preferred.
2. Proven experience (typically 5+ years) in HR management or related roles.
3. In-depth knowledge of HR laws, regulations, and best practices.
4. Strong understanding of recruitment and selection techniques.
5. Excellent communication and interpersonal skills.
6. Ability to handle sensitive and confidential information with discretion.
7. Proficiency in HR software and systems for record-keeping and reporting.
8. Strong problem-solving and decision-making abilities.
9. Demonstrated leadership and team management skills.
10. Exceptional organizational and multitasking skills.

## **Must Have**

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1. Leadership: Ability to guide and inspire the HR team and collaborate with other departments.
2. Strategic Thinking: Capacity to align HR initiatives with the organization's long-term goals.
3. Communication: Effective verbal and written communication skills for interacting with employees, management, and external stakeholders.
4. Problem Solving: Skill in identifying issues, analyzing information, and proposing practical solutions.
5. Conflict Resolution: Capability to address conflicts impartially and foster a positive work environment.
6. Adaptability: Flexibility to handle changing priorities and evolving business needs.
7. Ethical Conduct: Commitment to maintaining the highest standards of integrity and confidentiality.
8. Organizational Awareness: Understanding of how various departments within the organization interact and impact HR functions.
9. Negotiation Skills: Proficiency in negotiating terms and agreements related to employee matters.
10. Data-Driven Decision Making: Ability to use HR metrics and data to inform strategic decisions.

## **Educational Requirements**

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Min Bachelor Degree

## **Compensation & Other Benefits**

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Meal and Transportation Allowance