



<https://karir.media/job/hrd-staff-australia-jobs/>

HRD Staff

Description

Deskripsi Pekerjaan

1. Melakukan proses rekrutmen
2. Mengecek absensi dan lembur karyawan
3. Menjaga dan mengorganisir dokumen pekerja seperti informasi pribadi dan kontrak kerja
4. Melakukan pengurusan lembur dan cuti karyawan
5. Memperbaharui database seperti dokumen personal serta data karyawan baru dan karyawan lama

General Requirements

1. Minimal S1 Manajemen/ Psikolog
2. Pengalaman 2 tahun dibagian rekrutmen
3. Pengalaman bekerja diperusahaan konstruksi dan sejenisnya
4. Pengalaman melakukan pencarian kandidat, seleksi dan interview kandidat karyawan
5. Bisa melakukan administrasi HRD dan laporan HRD

Contacts

Tentang Perusahaan

PT. Ardeco Karya Global is a consultant and contractor company, Jakarta based. We are specialized on design and built for restaurant, retail and housing project.

We understand that design play an important role in business, therefore we're highly motivated to provide excellent design, high quality workmanship with competitive price.

Hiring organization

Ardeco Karya Global

Employment Type

Job Location

North Ryde New South Wales, Australia, Australia, Australia, Australia

Base Salary

24000000

Date posted

14 November 2023

Valid through

29.02.2024

