



<https://karir.media/job/loker-hr-supervisor-mandarin-speaker-pt-alpen-food-industry-jakarta-raya/>

HR Supervisor (Mandarin Speaker)

Description

Deskripsi Pekerjaan

Job Description:

- Ensuring all HR programs, policies, and procedures comply with current legislation.
- Responsible for overseeing the entire HR services activity (Recruitment & Training, Staffing, Compensation & Benefit, Industrial and Employee Relation).
- Responsible to develop company policies and Standard Operation Procedure of HR.
- Responsible for all activities related to BPJS (Kesehatan & Ketenagakerjaan).

Qualifications:

- Bachelor's degree in Human Resources Management, Finance & Accounting Management, Business Administration, or related fields.
- At least have 2 years of working experience in related field
- Good communication, presentation and writing skills in Mandarin.
- Mature and trustworthy with attention to confidentiality.
- Outstanding organizational ability with great attention to detail.
- Advance proficiency in MS Office.
- Familiar with Human Resources Information System (HRIS).
- Strong people and project management skills.
- Solid understanding of Labor Law (UU Cipta Kerja)
- Strong analytical, problem-solving, and decision-making skills
- Willing to be placed in Pantai Indah Kapuk, North Jakarta

Contacts

Tentang Perusahaan

Aice Group Holdings Pte Ltd was established in Singapore in May 2015. The company is committed to becoming the most popular ice cream brand, the core businesses include research and development, production and sales of Ice Cream

Hiring organization

PT. ALPEN FOOD INDUSTRY

Employment Type

Job Location

Jakarta Raya, Jakarta, Daerah Khusus Ibukota Jakarta, Indonesia

Base Salary

6000000

Date posted

10 November 2023

Valid through

28.02.2024

Products. It is the only ice cream brand selected as the official sponsor of 2018 Asian Games held in Jakarta. Currently covering Indonesia, Vietnam, Philippines and other countries, it has become a well-known ice cream brand in Southeast Asia.