

JOB TITLE: Human Resource Manager**THE JOB ROLE****OVERVIEW**

Developing & implementing HR strategy and initiatives that aligned with Swagelok Indonesia business strategy. This includes but not limited to plan & execute recruitment, onboarding and compensation & benefits. He/ She is responsible for ensuring that the overall administration, coordination, and evaluation of human resources plans and programs are realized, particularly in Talent Management, Industrial Relations /Employee Relations (IR/ER), Training and Performance Management.

Job Title	Human Resource Manager	Department	HR Department
Reports To	COO	No. of Direct Reports	0
Contract Period	Permanent with 3 months' probation	Located	Jakarta
Language Skills	English and Bahasa Indonesia	Travel	Across Indonesia and overseas
Relevant Experience	5 to 10 years preferred	Education	Bachelor Degree in Law/ Psychology/ HR Management
Remuneration	Salary, allowance, bonus, health insurance and medical benefits		

JOB ROLE OBJECTIVES

This section highlights the major objectives within the role and what is to be achieved

- Handles recruitment - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Handles Onboarding and Orientation of new hires and Exit Analysis.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Working on matrix competency as well as internal and external initiatives to develop human capital to meet the strategic plans of the organization. Organizes training and maintain training records in compliance with audit requirements.
- Ensures legal compliance by monitoring and implementing applicable human resource requirements; attending to associates grievances, representing the organization at hearings.
- Link between HR to government policy and establishing Human Resources Management System.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Recommend and maintain organizational structure and staffing levels to accomplish company goals and objectives.
- Evaluate company culture and provide recommendations on changes to accomplish company goals and objectives.
- Provides HR support on a regular basis
- Handling General Affair including overall office management, travelling arrangement and etc.
- Together with managers deciding employee's leave approval.
- Deciding recruitment strategies.
- Deciding vendor for HR Project, associates training, development, assessment, etc.
- Together with Managers, HOD, COO / CEO to give warning letter and lay off.
- Salary negotiation with candidates.
- Any other HR related job duties as and when required.

JOB TITLE: Human Resource Manager**THE CANDIDATE****OVERVIEW**

CORE COMPETENCIES REQUIRED	
Indicate the observable behaviours that demonstrate the knowledge, skills and abilities that the employee should have.	
Competencies	Behavioural Descriptors
Written Communication	<ul style="list-style-type: none"> Choosing and Effectively Using the Format/ Medium: Is able to use electronic communication (email, internal or external blogs/pages or social networking sites) appropriately, in-line with company policies and interests. Writing Proficiency: Demonstrates proficiency and expresses ideas effectively in writing.
Oral Communication	<ul style="list-style-type: none"> Speaking: Delivers clear and concise messages. Modifying Communication to the Situation: Is able to address misunderstandings or issues requiring clarification when speaking to others by restating information in a different manner.
Interpersonal Skill	<ul style="list-style-type: none"> Addressing Others' Concerns: Takes time to actively listen, observe, ask questions and provide assistance to others when needed. Strong leadership, good communication skills, open attitude and willingness to constantly learn new things and adapt to a changing reality.
HR Knowledge	<ul style="list-style-type: none"> Basic knowledge of human resources functional areas such as Compensation and Benefits, Recruitment and Selection and other HR areas to enable support to the Account Management departments. Excellent knowledge of Indonesian Labour Law and Regulation, Industrial relation, personal matters, compensation and benefit, training development and performance management.

COMPANY BACKGROUND

Swagelok Indonesia is the exclusive authorized Sales and Service Representative in Indonesia for products manufactured by Swagelok Company.

Swagelok, a \$1.8 billion global company, is the world's leading fluid system component manufacturer.

Headquartered out of the US, with a 70 year history and manufacturing facilities all over the world, our product portfolio includes valves, fittings, quick connects, filters, hoses, pressure management products, automated products, sensors, welding systems, and other fluid system components which have been used successfully in some of the most demanding applications in oil and gas, aerospace, chemical processing, oil refining, nuclear research, power generation, the semiconductor industry, and more.

We have a main office and extensive warehouse / technical facilities in Jakarta and a regional office in Singapore to support customers in Batam and provide logistics and project support.

VALUES and ETHICS

Swagelok Indonesia is an equal opportunities employer, and we pride ourselves in putting values at the forefront of our business. We care passionately about all our associates and their ongoing training and development. All employees will receive an enrolment in the online Swagelok University to develop their skills and knowledge of Swagelok products, applications, markets and their job roles.

Our Swagelok values of **Integrity** and **Respect** guide every interaction with each other and with customers.

Business is always conducted ethically and fairly. All associates are required to sign our Code of Conduct which holds everyone accountable to the highest standards of corruption-free business practices.



