



pt. gearindo prakarsa

CONSTRUCTION, ELECTRICAL, MECHANICAL



We're Hiring



HR Officer

Visit our Website:

<https://gearindoprakarsa.com>



HR Officer

Job Purpose

To ensure the effective implementation and management of organizational development initiatives by overseeing Company's Values reporting, performance management, and recognition programs. The role involves managing various platforms, data reporting, and analyses the data.

Main Responsibility

- Responsible for Company's Values report and secretarial areas related to that.
- Responsible for Individual Contribution Report (Safety, Learning & Community) in Performance Management including the platform (liaise with IT), approvals, and analysis
- Responsible for Company's Values Observation Card report and analysis, administer the follow up meetings
- Manage Monthly Department Sharing Session and Inspiring Talk program and upload in Learning Management System
- Data reporting for OD related matters internally and to head quarter
- Supporting OD related tasks, such as P&G revision/generation, job desc updates, etc.
- Manage Internship & Apprenticeship Program
- Manage Recognition Program

Job Requirement (HR Officer):

- Bachelor's degree in any discipline
- Minimum 3 years experiences
- Technology Savvy with intermediate to advance for MS Office & Canva
- Analytical Skill in making report
- English Literacy
- Sense of urgency to meet deadlines