



pt. gearindo prakarsa

CONSTRUCTION, ELECTRICAL, MECHANICAL



**Expiry date:
April 04, 2025**



OPEN RECRUITMENT

Position:

SR HR OFFICER

LOCATION: JAKARTA

We are looking for talented individuals to be assigned to one of our clients, an established oil and gas company with operation area in East Java.

This is an exciting opportunity to be part of a dynamic and challenging industry, playing a vital role in the energy sector.

If you're ready to take the next step in your career, apply now!

Send your CV & related certificates via email to:

recruitment@gearindoprakarsa.co.id

Put the "Position Title" as subject email

SR HR OFFICER
LOCATION: JAKARTA

The primary job purpose is to support Organization Development and Rewards deliverables to employees.

Key Responsibilities:

1. Responsible for recruitment, selection, and hiring process.
2. Responsible for reports, statistics, and analysis for company core values.
3. Responsible for parts in Performance Management for the application/platform, statistic, and analysis.
4. Manage OD events and manage them in knowledge management platform.
5. Data reporting to Corporate.
6. Supporting OD related tasks, such as policy & guidelines, job description, succession, talent management, etc.
7. Manage Internship & Apprenticeship Program.
8. Manage Recognition Program data analysis.

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Job Requirement:

1. Bachelor's in any discipline.
2. Attention to detail.
3. Technology savvy.
4. Experience in MS Windows: Word, Excel, PowerPoint.
5. Experience in making posters with canva.
6. Analytical skill in making reports.
7. English literacy
8. Good teamwork, communication, analytical thinking & interpersonal skills