

Form No. CSEA-FM-HR001**JOB DESCRIPTION****HR Talent Acquisition & Development Specialist (Trainer)****DEPARTMENT:** Human Resource**PREPARED BY:** Human Resource**APPROVED BY:** _____**REPORTS TO** : HR Manager**FLSA STATUS / Grade** : Indirect

SIGNATURE

DATE

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POSITION SUMMARY:

Day-to-day administrative and HR tasks of an organization. They help maintain and maintain records to perform payroll as well as provide administrative support to all employees.

MINIMUM REQUIREMENTS:

1. D3/D4/S1 in Psychology, Management, Administration
2. Minimum 1 year as HR Assistant/Staff/Officer
3. Effective HR administration and HR management skills
4. Understanding of HR functions and their applications
5. Excellent verbal and written communication skills.
6. Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy.
7. Excellent organizational skills and attention to detail.
8. Proficient with Microsoft Office Suite or related software (Word, Excel, Power Point, Visio).
9. Proficient with or ability to quickly learn payroll management, attendance, human resource information systems (HRIS), and similar computer applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Handle the employment procedure including onboarding, resign.
2. Support on recruitment for indirect and direct labor (test and interview)
3. Provide an effective and dedicated HR advisory service to employees in relation to absence and health issues.
4. Conduct and capability, grievance matters, organizational change, and all other employee-relations matters
5. Conduct new orientation program and provide the new hires equipment for their task
6. Plan and coordinate in-house and external training.
7. Update monthly training calendar and work with training provider for department training.
8. Work with HR share service for employee's absenteeism and provide advice/ counseling to the employees
9. Organize and follow up for monthly 6S and safety audit
10. Provide weekly report hours and verify with respective department
11. Support and follow up any accident issue in the plant and close the accident report with Manpower office and BPJS Ketenagakerjaan
12. Maintain and keep working area to meet environmental requirements and regulation compliance.
13. Other jobs assigned

WORK ENVIRONMENT / CONDITIONS / PHYSICAL DEMANDS:

Work will take place in a office environment. While performing the duties of this job, employees may be exposed to mechanical or chemical processes requiring the use of personnel protective equipment. Employee may be required to be on-call, work weekends, holidays and travel overnight on occasion.

These are considered essential duties and are illustrative of those job tasks, which are fundamental. Employees may be required to perform additional related duties as may be assigned by management. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Department Supervisor: _____ **Date:** _____**Employee Authorization:** _____ **Date:** _____

*Employee signature illustrates his/her clear understanding of the complete job description.