

JOB DESCRIPTION

- **Recruitment and selection.**
Collaborated with third-party agencies to oversee the recruitment and selection process, including defining job requirements, screening candidates, and coordinating interviews.
- Managed orientation programs for new employees, ensuring they are properly introduced to the company's policies, procedures, and culture.
- Conducted training needs assessments, developed training programs, and facilitated training sessions for employees.
- Conducted payroll process reviews to ensure accuracy and compliance with policies, while verifying employee compensation and benefits.
- Ensure all new employees are registered with BPJS Kesehatan and BPJS Ketenagakerjaan and check Dues.
- **Managed industrial relations disputes**
 - ✓ Managed industrial relations disputes, working towards resolution through mediation and negotiation.
 - ✓ Handle employee complaints and grievances, providing quick and effective resolutions based on company regulations and labor laws.
 - ✓ Managed the implementation of disciplinary actions, ensuring fair and consistent enforcement.
 - ✓ Executed the termination process, ensuring compliance with legal requirements and company policies.
 - ✓ Ensured the implementation of non-discrimination principles throughout the organization.
 - ✓ Managed bipartite cooperation institutions, facilitating constructive dialogue and collaboration between labor and management.
- Assisting the Central Legal team in managing operational permits with government agencies & Coordinating agreements with customers and suppliers.
- **General Affairs Coordination**
 - ✓ Responsible for overseeing the maintenance and management of the company's facilities, including buildings, offices, and common areas. This includes coordinating repairs, renovations, and ensuring a safe and functional work environment.
 - ✓ Managed the company's inventory, including ordering, receiving, and distributing supplies and equipment. This includes maintaining accurate inventory records, identifying and resolving discrepancies, and optimizing inventory levels.
 - ✓ Coordinated public services such as transportation, parking, and security for employees and visitors. This includes managing contracts with service providers, ensuring compliance with regulations, and addressing any issues or concerns.
 - ✓ Organized and coordinated company events such as meetings, conferences, and social gatherings. This includes planning, budgeting, scheduling, and coordinating logistics such as venue selection, catering, and audiovisual equipment.