



PT. Inspektindo Sinergi Persada

EMPLOYEE REQUISITION

ER.2307.002

JOB TITLE (Title of employee will use on the job)

HR & GA Officer

Date : 12/07/2023

Department : HRGA

Project Reference:

No

Customer :

Amount of People : 1

Requestor : TAMI

Job Title : HRD & ADM. SUPERVISOR

Budget

JUSTIFICATION (Optional-State Any Additional Facts in Support of Requisition)

Budgeted Replacement
From : Sarni Tonapa

Range Salary 5.500.000 - 7.000.000 (Include Overtime)

KEY JOB DUTIES & RESPONSIBILITIES

REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)

- Answering general queries by telephone or in person
- Controlling MCU/PCR/Rapid - Update Summary & GL
- Training Arrangement - Update to Basic Competency Matrix
- Overtime & Timesheet – Check & Record
- Payment Calculation Freelance
- ManHour – Update
- CV Employee Update
- HRMS - Update, Upload Employee Document
- Leave Balance Update
- Meal Allowance Calculation of Personnel (CIB)
- Monthly Pantry - Update & Control
- Cleaning Service - Arrangement & Control
- Student Apprentice – Control
- To make a monthly report for audit document requirement
- Comply with the K3L policy that applies in the company
- Actively involved in all Safety, Health, and Environmental protection program
- Perform all duties assigned by management team

- D3/S1 from any dicipline
- Minimum 1 year experience in same field
- Well knowledge of Manpower Law UU 13/2003 & UU 11/2020
- Effective verbal and listening communication skills
- Computer skills at highly proficient level
- Proficient in English both oral and written

SIGNATURE APPROVAL



Department Manager : ORI SAPUTRA

Date : 12/07/2023 16:00:45

Human Resources : _____

Date : _____



Director : ESRA M SIAHAAN

Date : 13/07/2023 16:50:31



Commissioner : JANNES SIBUEA

Date : 26/07/2023 09:58:21