

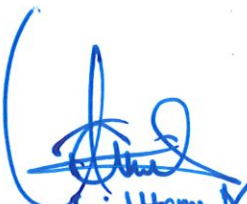




JOB DESCRIPTION

TITLE	HR and Admin Supervisor
Report to	Finance and HR Asst. Manager
Department	HR and Admin
Qualification Level	Supervisor
Education	Bachelor Degree/ Diploma Degree
Training / competency	<ul style="list-style-type: none"> - HSE General Induction - HSE for Supervisor / Manager - Awareness ISO 17020:2012, 14001:2015, OHSAS 18001:2007
Basic Skill	<ul style="list-style-type: none"> - Well knowledge of Manpower Law UU 13/2003 & UU 11/2020 - Problem Solving & Supervisory skills - Effective verbal and listening communication skills - Computer skills at highly proficient level - Effective written communications skills including the ability to prepare reports, proposals, policies and procedures - Effective public relations and public speaking skills
Experience	3 years experience in HR and Admin
Task and Responsibilities	<ul style="list-style-type: none"> - Working closely with departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures - Developing and implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management - Developing Administration Procedure and Policy - Developing Company Code of Conduct - Socialisation of HR & Admin Procedure - Advising on pay and other remuneration issues, including promotion and benefits - Interpreting and advising on employment law - Dealing with grievances and implementing disciplinary procedures - Planning and analysing training needs in conjunction with HOD - Administering payroll and maintaining employee records - Create offering letter to applicant - Create Employment Agreement, Consultant Agreement and other Administration Agreement

	<ul style="list-style-type: none"> - Controlling company legal documents - Registration company membership - Monitoring and control daily administration functions - Prepare tender document includes cross check all document and submit document - Cross check document for audit external - To Assume other related duties as may be assigned by Manager on the daily basis - Comply with the K3L policy that applies in the company - Actively involved in all Safety, Health, and Environmental protection program <p>Additional Job as Internal Auditor :</p> <ul style="list-style-type: none"> - Conduct internal audit according to standard requirements - Create internal audit report and submit to QHSE manager/audit manager - To Follow up finding of internal audit to related department - Conduct internal audit according to program manplan <p>Notes: <i>The responsibilities and job descriptions are not limited to the listed above but the supervisor/manager may assign other related duties as required by the company</i></p>
Special Skills	Internal Auditor .

APPROVAL

 Name : Sri Utami N Date : 28/03/2022	Name : Date :	 Name : Oly Sedyat Date : 29/03/2022	 Name : Sri Utami N Date : 29/03/2022
Human Resources	Supervisor/Coordinator	HOD	Employee