



## HR OPERATIONS STAFF. TANGERANG, INDONESIA



### NOW HIRING

#### OVERVIEW

We are looking for a talented and motivated to join our dynamic team at **FL Technics Indonesia**. In this role, you will work closely with to help us achieve **general business objectives or goals**. If you are passionate about **Field or Position**, have a knack for **specific skills or attributes**, and are looking to grow your career, we encourage you to apply.

#### JOB DESCRIPTION

1. To arrange **recruitment** activities, from sourcing candidates to interview and and prepare the recruitment progress reports.
2. To administer, update, and monitor all **employees' personnel database**.
3. To monitor and evaluate the **attendance check** as well as the working hours for all departmental personnel in daily and weekly basis, including check the daily work schedule and conduct the attendance correction in the Sunfish/Greatday system.
4. To proceed, verify, and administer benefits programs and documents, including the **insurance** claim and reimbursement for all employees in order to ensure benefits administration is run properly and effectively.
5. To arrange the **On Job Training** schedule and correspondences with the schools/universities to ensure the OJT programs run smoothly.
6. To administer the creation of **Company Regulation** including communicate with the employee representatives as well as socialize to all employees.
7. To prepare and handle regular announcements related to employment and HR programs, including hands-on in **employee event** arrangements.
8. To prepare the administrative works in HR area.

#### JOB REQUIREMENTS

9. Bachelor's degree in Psychology, Law, Economy, Communication or other related fields.
10. At least a year working experience as an HR Intern/HR Trainee/HR Admin.
11. Good communication skill and administration work, attention to details, eager to learn.
12. Knowledge in mass hiring, personnel administration, employee benefits, and people development.
13. Understand about employee event arrangement, copywriting, and active in social media.

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**FL Technics Indonesia** is a global provider of integrated aircraft maintenance, repair, and overhaul (MRO) services with 20 000 sq. m. of hangar and office space at Soekarno-Hatta International Airport in Jakarta, Indonesia, where it employs approximately 200 aviation experts. The company has FAA-145 certificate and can perform full C and D checks on Airbus and Boeing aircraft.