



HR OPERATIONS OFFICER. 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

- Administer, update, and monitor employee data within the HRIS on a daily basis to ensure the accurate and timely reflection off all personnel status changes (e.g., hiring, transfers, promotions, contract extensions, terminations, marital status, childbirth, job placement, addresses, new email/mobile phone, etc.).
- To proceed, verify, and administer benefit programs and documents, including annual MCU, insurance claims, periodic reports and reimbursement, to ensure compliance, accuracy, and the effective delivery of benefits to all employees.
- To prepare for the administrative processes related to probationary periods, including monitoring completion dates, ensuring the distribution of KPI evaluations to respective stakeholders one week prior to probation conclusion, ensure timely issuance of employment agreements and letters and processing conversions to permanent employment status in a timely and compliant manner.
- To prepare for the administrative processes yearly WLKP Report.
- Ensure all new hire documents (CVs, educational certificates, ID Cards, BPJS, NPWP, etc.,) are uploaded to HRIS within the specified timeframe.
- Update organization structure to HRIS to reflect structural changes position with the highest accuracy as well as update the organization chart.
- To monitor and evaluate the attendance check as well as the working hours for all departmental personnel on a daily and weekly basis, including reviewing departmental schedules, verifying attendance records, and administering necessary corrections through HR system.

JOB REQUIREMENTS

- Bachelor's degree in Economics, Psychology, Law, Communication, or a related field.
- Minimum of 1 year of professional experience as an HR Intern, HR Trainee, or HR Administrator.
- Strong proficiency in communication and administrative tasks.
- Meticulous attention to detail with a high degree of accuracy.
- Demonstrated eagerness to learn and adaptability in a professional environment.
- Solid understanding of employee agreements, HR systems, and insurance processes.
- Fluency in English, both written and spoken.

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.