

Human Resources Manager – Jakarta, Indonesia

mClinica is a fast-growing, impact-driven technology organization whose mission is to build digital networks of pharmacies, physicians, and patients to improve market efficiencies and health outcomes for hundreds of millions of people across Asia. As a social enterprise, we work with leading pharmaceutical companies, government agencies and NGOs including USAID, UKAID, Omidyar Network, and Stanford University among others.

We are currently seeking a skilled Human Resources Manager who is passionate about recruiting, supporting, and developing talent through our company's policies and managing procedures. Our ideal candidate will be responsible and reliable, and willing to regularly contribute to making our company a better place to work.

S/he should be highly efficient, organized, and approachable. We expect applicants to have a solid knowledge of various HR functions and administrative responsibilities. If you believe you possess the commitment, character, and skills to become part of our innovative team, we would like to hear from you.

Your tasks and responsibilities:

- Plan, develop, implement, support, and review all Human Resource Department initiatives, policies, procedures, and systems.
- Provide training and orientation on policies and procedures.
- Refine and improve recruitment process, including generating job descriptions, posting advertisements, and managing the hiring process.
- Strategic development of onboarding plans and implementation.
- Cultivate training and development programs.
- Participate in performance evaluation processes.
- Handle disciplinary and grievance issues with composure and confidentiality.
- Provide employee counseling services.
- Ensures planning, monitoring and appraisal of employee work results by training managers to coach, counsel and discipline employees.
- Administrative duties, including upkeep of employee records (attendance, 201 data etc.)
- Verifies and ensure accurate calculations of salaries and timely transfer of the same.
- Periodic evaluation of pay structure and implementation of pay revisions.
- Monitoring of working conditions to ensure legal compliance.
- Conducting and analyzing exit interviews with resigning or separated employees.

Your Profile:

- BS/BA in Business Administration, Human Resources, Psychology or relevant field.
- 3 to 5 years of experience in Human Resources work.
- Successful work experience as a Human Resources generalist, officer, administrator, manager or other relative HR position.
- Strong working knowledge of HR functions and procedures (e.g. pay and benefits, recruitment, training, and development).
- Commitment to staying current on understanding of labor laws and disciplinary procedures.
- Proficient in Microsoft Office, knowledge of HRIS is a plus.
- Exceptional organizational and time-management skills.
- Outstanding communication and interpersonal skills.
- Aptitude for critical thinking, problem solving, and decision making.
- Strength of character, ethics, and commitment and reliability.

What You Can Expect from Us:

- Significant career growth opportunities in a fast-growing startup in southeast Asia
- Collaborate closely with senior management and top executives
- A collaborative and team-oriented approach with a focus on exceeding personal and company-wide goals
- Competitive compensation
- Fun & casual, flat hierarchical working environment on a diverse, international team
- Starting date: Immediate

Apply

If you are interested in this position and would like to become part of the mClinica team, please send your resume to careers@mclinica.com & cantos@mclinica.com (Subject: Manager - HR).