

Job Title:	HR Senior Staff
Department:	HRD
Reports to:	Head of HRD
Position Type:	
Term:	

Personal Qualities

- S1 Degree in Accounting/Finance
- Good English (spoken and written) – minimum TOEFL score 550
- A five-year experience in related fields is a plus
- Excellent computer skills (especially Microsoft Excel)

Role Statement

1. Create, record usage and monitor the budget of HR Dept (Personnel Cost) – 5 Campuses
2. Maintain accurate information regarding the financial status of HR Dept. Cost Center with Finance Department
3. Assists Dept. Head about expense projections and prepares a variety of HR daily operational spreadsheets.
4. To prepare the National & Expatriates' Working Contract, Salary, Compensation, Benefit and Taxation Calculation.
5. Update and maintain National & Expatriate Employee Data in HRIS System.
6. Assist in Employee BPJS Administration.
7. Other duties: Any other duties not specified above, as assigned to be handled as efficiently and promptly as possible.
8. Participation in school organized training, fellowships, retreats, celebrations, seminars, ceremonies and event.