



Job title	Head of HR - Group
Reports to	Group CEO
Location	Jakarta, Indonesia

Company Description

A well-funded eCommerce startup with HQ in Jakarta and operations in Malaysia, Thailand, Philippines and Taiwan. They are rapidly expanding to bring the business to all countries in region.

Job Purpose

Reporting to the Group CEO, the Head of HR position is responsible for driving the administrative, financial and operational performance of the business. Provide effective leadership and staff management, led by example, to build and develop the business.

Duties and Responsibilities

- Maintaining and developing a strong company culture. Ensuring all core values are implemented throughout the organization.
- Partner, consult, and provide proactive solutions to senior executives on all talent and HR issues including retention, performance and communications.
- Design and deliver strategic organization development and design initiatives to increase efficiency, streamline process, and address potential challenges that come with a dynamic organization.
- Work on the corporate recruitment program, top down and inter-department, to achieve headcount initiatives from management.
- Work with senior management team to assist in long-term organization planning, help the company scale the organizational structure to support a growing regional business.
- Advising and consulting with senior leadership on organizational structure and workforce planning.
- Maintaining a succession plan for all departments within their business' supported.
- Partner with recruitment to drive the overall talent strategy to meet highly dynamic and ever changing business needs.
- Recommend, organize and implement various employee training programs.
- Dealing with any performance or grievance issues in a professional and legally compliant manner, which is country specific.
- Ensuring all HR policies and procedures are practiced for the business and are legally compliant.
- Educate client groups on compensation practices including salary and stock ranges, performance review processes, performance rating process and promotions. Offer thought leadership regarding organizational and people related strategy and execution.



- Provide insightful data to guide decision making and provide proactive solutions.
- Deliver appropriate coaching and development feedback to managers and employees.
- The ability to quickly establish credibility and respect and build strong working relationships with department managers.

Candidate Profile

- 3+ years of HR experience in a technology or high-growth organization
- Demonstrated project management/change management skills
- Comfortable operating in a matrix and constantly changing environment
- Exceptional consulting, coaching and facilitation skills
- Willingness to be flexible is key
- Exceptional written and verbal communication skills
- Ability to have fun in a team setting
- Frequent travel required (~20% to 25%)

Approved by:	(on behalf of CEO)
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