

## **[FULL-TIME] HR & GA Supervisor**

### **A. About Ecoxyztem**

A venture builder for climate-tech startups in Indonesia. It was founded in 2021 from a joint venture between Greeneration Indonesia (2005) and Impacteam (2020), Ecoxyztem aims to enable ecopreneurs to solve climate challenges at scale. We provide early-stage startups with limitless involvement and support as “Co-founder as a service” to focus on developing and growing their profitable and Impactful businesses.

Learn more about Ecoxyztem: [www.ecoxyztem.com](http://www.ecoxyztem.com)

### **B. About the Position**

The service that we provide to climate-tech startups is coming from Ecoxyztem's people. Therefore, the role of Human Resources in preparing a strong, solid, and superior understanding of the climate-tech sector can be a very important part of the company. We need to meet someone who is willing to be in charge and maintain this role to develop our strategy and the quality of our resources.

### **C. Responsibilities and Task**

- Manage overall HR & Administration functions: recruitment, compensation & benefit, human resources report, leave, etc
- Create and review employee employment contracts (PKWT) as well as conduct performance appraisal (PA)
- Create HR Procedures such as SOP Program, job description, training, and development
- Assist Operation Director in the implementation of policies related to human resource organization, recruitment & retention: taking overall responsibility for recruitment activity and campaigns, compensation & benefits
- Establish working relationships with facility provider vendors
- Establish working procedures for inspection and maintenance facilities
- Handle complaints related to office facilities and infrastructure
- Ensure all company policies and procedures are up to date and in line with current employment law
- Working with managers, coaching them, and advising on all issues
- Coordinate with other departments, make monthly work targets, and present work to management
- Supervise recruitment and training development program
- Monitor daily operations to foresee the potential problem and make anticipation
- Spur team to perform improvements
- Implement annual cost reduction activities through optimization
- Prepare the Section's budget to control the execution
- Led the planning and implementation of various projects
- Prepare an annual Action plan to achieve the target by the team
- Prepare and review the annual career development plan for all team members

**D. Qualification, Competences, and Experience**

- Bachelor of Human Resource Management, Psychology, and/or other relevant fields from a reputable university
- Minimum 2 years experience as Organization/People Development Supervisor
- Max. age 35 years old
- English skills (intermediate to business)
- Excellent in leadership and communication skills
- Familiar with startup and remote work
- Have good digital literacy skills
- Able to work in a dynamic team environment and fast-paced work demands
- Good analytical and conceptual thinking
- Strong problem-solving with good judgment and a sense of urgency
- Ability to multi-task and manage various project elements simultaneously

**E. Location**

Nationwide (Indonesia)

**F. Salary**

Salary and benefits are competitive and will be commensurate with the candidate's qualifications and experience

**G. How to Apply**

- Fill up the [application form here](#) or through Ecoxyztem website
- This vacancy is open until the position is filled. If you don't hear from us within 30 days after submitting, it means we can't proceed with your application
- Only qualified candidates will be contacted for the further recruitment process