HR Department as strategic business partner, excellent change agent and administrative expert for Siemens, has responsibility to supports all of the Personnel & HR activities. With further growth plans, HR Department is now actively seeking to high potential to help achieve these aims. By becoming part of such a diverse organization with so many opportunities available under ‘one roof’, Siemens offering a wealth career minded professionals. HR Department is now searching for highly competent, active and experienced professionals to join as:

**Industrial Relations Officer**
Jakarta Raya - Jakarta Selatan

**Responsibilities:**

- Consultant and partner of Head of Human Resources in Labor and Industrial Relation matters
- Handling labor dispute between employee and company, as a liaison to the government, and as a management representative
- Establish systems, policy and procedures for labor relations throughout the Company
- Represents the Company in discussions and meetings with government agencies and Labor Union
- Evaluates current CLA / PKB in order to ensure compliance with laws / regulations. Communicates, distributes and implement changes to all employees
- Processes labor disputes/grievances in a proper and timely manner, develop complaint and investigation
- processes, guidelines, tools and templates

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Requirements:

- Min. Bachelor degree in Law major from reputable university
- At least 2 years experience as a Industrial Relations Officer
- Expert in Microsoft Office applications especially in Microsoft Excel and Microsoft Outlook
- Thorough knowledge of Labor Law
- Good analytical, organizational and planning skills
- Able to work in detail, multitask, and under pressure situation
- Good negotiation skills
- Good working attitude and good interpersonal skill
- Fluency in English, both written and spoken is a must

If you are interested, please submit your application letter & updated resume with detailed current roles and skills (max. 200 kb) to:

career.id@siemens.com

Put “IRO” as the e-mail subject