

## JOB DESCRIPTION

**POSITION TITLE** : Personnel & Administration Manager

**RESPONSIBLE TO** : Manager, Jakarta Language Centre

**PEOPLE REPORTING DIRECTLY** : Admin. Assistant  
Receptionists  
Drivers  
Cleaners  
Tea Lady  
Office Assistant - Materials

**OBJECTIVES** : To manage all personnel and administrative services in order to facilitate the effective and efficient operation of IALF activities.

### **DUTIES:**

#### **I. Personnel**

1. Oversee the recruitment, induction and training of local staff.
2. Supervise the institution's annual local staff appraisal.
3. Prepare employment contracts for all employees.
4. Maintain IALF Policy and Procedure files.
5. Maintain personnel files for all staff.
6. Supervise personnel records for overtime, annual leave and sick leave.
7. Supervise and maintain the Jamsostek program for local staff.
8. With the Formalities Officer prepare manpower reports to the Department of Manpower regarding the number of staff employed by the IALF.
9. Maintain up-to-date information on GOI regulations that affect employment.
10. Maintain up-to-date information on factors that affect the IALF's terms and conditions of service, including details of the TACOS offered by our competitors.
11. Liaise with Bali and Surabaya branches on matters related to personnel and administration.

#### **II. Administration**

### *General*

1. Oversee the administrative systems of the IALF, Jakarta.
2. Contribute to the preparation of Personnel & Administration Department budgets.
3. Supervise the filing of all Foundation documents.
4. Liaise with insurance companies to obtain/extend the Foundation's policies and prepare insurance claims.
5. Line manage the Receptionists and coordinate cover for Reception desk.
6. Liaise with the Building Management on issues relating to IALF tenancy.

### *Management*

7. Assist the CEO in routine administrative activities including coordinating and preparing meetings, making appointments and travel arrangement for the CEO and Manager, IALF Jakarta.
8. Receive visitors wishing to meet the CEO and Manager, IALF Jakarta.

### *Drivers, Cleaners and Tea Lady*

9. Allocate and supervise the daily tasks and working hours of drivers, cleaners and tea lady.
10. Supervise the maintenance of vehicles and premises.
11. Maintain drivers' time sheets and check overtime hours.
12. Supervise the extension of vehicle documents.

### *Admin. Assistant*

13. Supervise the typing and distribution of correspondence for the CEO and Manager, IALF Jakarta.
14. Supervise compilation and circulation of the weekly Circulation Files of letters and faxes
15. Supervise the transmission of outgoing faxes and distribution of incoming faxes
16. Other duties as assigned by the IALF management.