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**JOB DESCRIPTION**

<b>Job Title</b>	: HRGA Manager
<b>Department</b>	: HRGA Department
<b>Reporting to</b>	: Senior Manager
<b>Other interactions</b>	: President Director
<b>Primary function</b>	:

No.	BPMN References	Task and Responsibilities (main focus):
1	<a href="#">7.1</a>	Conduct employee recruitment process
2	<a href="#">7.1</a>	Make employee request form standard
3	<a href="#">7.1</a>	Conduct employee candidate screening
4	<a href="#">7.1</a>	Make employment contract and non-disclosure agreement
5	<a href="#">7.1</a>	Make and send offering letter and welcoming e-mail
6	<a href="#">7.6</a>	Make KPI Form for every position on every department
7	<a href="#">7.6</a>	Analyze subordinate work performances through KPI

**Other focus :**

1	Coordination with team leader/party chief for all works based on SOP (Standard Operating Procedure)
2	Coordination with team leader/party chief when the finding non technical matters

**QHSE duties - Employer and Employees :**  
Employees have health and safety duties as well as employers. This reflects the fact that for good safety management it is essential for the employer and employees to work together.

**An employee's duties are to :**

1	Take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do
2	Cooperate with the employer on health and safety matters / co-operate with company requirements to ensure that statutes are met
3	Not misuse any equipment that is provided for safety purpose
4	Follow instructions from the employer on health and safety matter and attend relevant health and safety training
5	Report hazards and defects observed in the workplace
6	Promote the implementation and continuous improvement of the QHSE system
7	Abide by both client and company rules as described in the QHSE-MS

The tasks/duties and responsibilities as described herein are intended as a guide only and it should be understood that operational demands might at times require employee to perform duties not included in this description

<b>Name :</b>		<b>Signature :</b>		<b>Date :</b>	
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**Acknowledge by**

<b>Name :</b>		<b>Signature :</b>		<b>Date :</b>	
<b>Name :</b>		<b>Signature :</b>		<b>Date :</b>	