**Company overview:**

Kantor Akuntan Publik MAURICE GANDA NAINGGOLAN & Rekan (KAP MGN & Rekan)

Registered Public Accountants and Consultants

Established by **Maurice Ganda Nainggolan, S.E, Ak., CPA, CA,** who have had **a lot of experiences for years** with some of **the large international accounting firms** with **various field of companies** such as: retail, constructions, property and real estates, tourism and hospitality, logistics & transportation, mining, trading, manufacturing, services, oil and gas, and non-profit organization.

**Our Services: Audit, Tax and Financial Advisory**

**Vision**

To be a **trusted partner** in order to become **blessings to many stakeholders**

KAP MAURICE GANDA NAINGGOLAN & REKAN

Registered Public Accountants and Consultants

in association with CHONG, LIM & PARTNERS LLP (Chartered Accountants, Singapore)

Epiwalk Office Suites 6th Floor Unit B639 - B641

Komplek Rasuna Epicentrum

Jl. H.R Rasuna Said, Kuningan

Jakarta 12940

Phone : +62 21 299-122-72

Web : [www.kapmgn.co.id](http://kapmgn.co.id/)

For **sending your CV** and further information please email to :

kapmgn@gmail.com or evahutasoit.kapmgn@gmail.com

Position: **HR Staf (Admin & Supporting Division)**

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Job Description:

* Perform input and reporting employee attendance.
* Calculate overtime staff and monthly payroll
* Perform monthly report of BPJS Ketenagakerjaan
* Prepare Interoffice of Memorandum
* Prepare and filing all documents related to Legal, HR & GA
* Maintain and update data employee for insurance
* Make report every month to Board of Directors

Requirements:

* Min. Bachelor Degree of Accounting from reputable university with minimum GPA of 3.0 (4.0 scale).
* Working experience as HR staf for minimum 2 years
* Good in using Microsoft office, especially Microsoft Word and Excell
* Proactive, honest, and responsible
* Pleasant Personality
* Good teamwork

Benefit: Overtime Allowance, Medical Insurance and BPJS Tenaga Kerja.

Work Location: Kuningan. Rasuna Said. Jakarta Selatan.