

## JOB VACANCY

### Company:

Forever Oceans  
HQ in Virginia, United States  
(<https://www.foreveroceans.com/>)

### Job Title:

HR Administrator

### Job Location:

Manado, North Sulawesi, Indonesia

### The Company Story:

Forever Oceans' (FO) mission is to provide nourishing fish to consumers around the globe through innovation. Their vision is to revolutionize seafood for people's health and for the oceans, forever.

FO brings together experts and technologies in engineering, infrastructure, biology, production, marketing, and more, to offer an integrated solution for environmentally friendly mariculture.

Their innovative technologies not only allow them to operate with greater efficiency than traditional approaches, they also reduce operational risks. They deploy their solutions far offshore in deep waters where they enable cultivation of high quality fish in a clean, healthy, and natural environment.

Forever Oceans is focused on growing with delicious, premium, sustainable fish species in warm water regions of the world.

### Required Expertise:

- Knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee engagement, and employee development.
- Better than average written and spoken communication skills.
- Outstanding interpersonal relationship building and employee coaching skills.
- Demonstrated ability to lead and develop HR department staff members.
- Demonstrated ability to serve as a knowledgeable resource to the executive management team that provides overall company leadership and direction.
- Excellent computer skills in a Microsoft Windows environment. Must include knowledge of Excel and skills in Human Resources Information Systems (HRIS).
- General knowledge of various employment laws and practices and experience working with a corporate employment law attorney.
- Experience in the administration of benefits and compensation programs and other Human Resources recognition and engagement programs and processes.

- Evidence of the ability to practice and coach organization managers in the practice of a high level of confidentiality.
- Excellent organizational management skills.
- Experience with running payroll.

#### **Desired Expertise:**

- Familiarity with business accounting practices. Experience managing employee recruitment and training programs. Event planning.

#### **Description:**

- This position supports the COO and PM by directly executing all Human Resources functions for the operating company.
- Recruiting and staffing;
- Organizational departmental planning;
- Performance management and improvement systems;
- Organization development;
- Employment and compliance with regulatory concerns regarding employees;
- Employee onboarding, development, needs assessment, and training;
- Policy development and documentation;
- Employee relations;
- Company-wide committee facilitation;
- Company employee and community communication;
- Compensation and benefits administration;
- Employee safety, welfare, wellness, and health;
- Employee services and counseling.
- Health and safety of the workforce.
- Development of a superior workforce.
- Development of the Human Resources department.
- Development of an employee-oriented company culture that emphasizes quality, continuous improvement, key employee retention and development, and high performance.
- Personal ongoing development

#### **Responsibilities:**

##### Development of the Human Resources Department

- Oversees the implementation of Human Resources programs through Human Resources staff. Identifies opportunities for improvement and resolves problems.
- Oversees and manages the work of reporting Human Resources staff. Encourages the ongoing development of the Human Resources staff.
- Develops and monitors an annual budget that includes Human Resources services, employee recognition, sports teams and community events support, company philanthropic giving, and benefits administration.

- Selects and supervises Human Resources consultants, attorneys, and training specialists, and coordinates company use of insurance brokers, insurance carriers, pension administrators, and other outside sources.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- Leads the development of department goals, objectives, and systems. Provides leadership for Human Resources strategic planning.
- Establishes HR departmental measurements that support the accomplishment of the company's strategic goals.
- Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Participates in executive, management, and company staff meetings and attends other meetings and seminars.
- With the CEO, COO, PM and community relations group, plans the company's philanthropic and charitable giving.

#### Human Resources Information Systems (HRIS)

- Manages the development and maintenance of the Human Resources sections of both the company website, particularly recruiting, culture, and company information; and the employee Intranet, wikis, newsletters, and so forth.
- Utilizes the HRIS system to eliminate administrative tasks, empower employees, and meet the other needs of the organization.

#### Training and Development

- Coordinates all Human Resources training programs and assigns the authority/responsibility of Human Resources and managers within those programs. Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
- Leads the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs.
- Establishes an in-house employee training system that addresses company training needs including training, needs assessment, new employee onboarding or orientation, management development, production cross-training, the measurement of training impact, and training transfers.
- Assists managers with the selection and contracting of external training programs and consultants.
- Assists with the development of and monitors the spending of the corporate training budget. Maintains employee training records.

#### Employment

- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.

- Interviews management and executive position candidates; serves as part of the interview team for position finalists.
- Chairs any employee selection committees or meetings.

### Employee Relations

- Formulates and recommends Human Resources policies and objectives for the company on any topic associated with employee relations and employee rights.
- Partners with management to communicate Human Resources policies, procedures, programs, and laws.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation. Conducts periodic surveys to measure employee satisfaction and employee engagement.
- Coaches and trains managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them. Makes certain that the managers know how to successfully, ethically, honestly, and legally communicate with employees.
- Conducts investigations when employee complaints or concerns are brought forth.
- Monitors and advises managers and supervisors in the progressive discipline system of the company. Monitors the implementation of a performance improvement process with non-performing employees.
- Reviews, guides, and approves management recommendations for employment terminations.
- Leads the implementation of company safety and health programs. Monitors the tracking of K3-required data.
- Reviews employee appeals through the company complaint procedure.

### Compensation

- Establishes the company wage and salary structure, pay policies, and oversees the variable pay systems within the company including bonuses and raises.
- Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.
- Monitors all pay practices and systems for effectiveness and cost containment.
- Leads participation in at least one salary survey per year. Monitors best practices in compensation and benefits through research and up-to-date information on available products.

### Benefits

- With the assistance of the CEO and COO, obtains cost-effective, employee-serving benefits; monitors national benefits environment for options and cost savings.
- Leads the development of benefit orientations and other benefits training for employees and their families.
- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

## Law

- Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Undang-undang Ketenagakerjaan, BPJS Manpower, BPJS Healthcare, Employee Retirement Plan, the Department of Labor, worker compensation, and so forth. Maintains minimal company exposure to lawsuits.
- Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Serves as the primary contact with the company employment law attorney and outside government agencies.
- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations. Minimizes risk.

## Organization Development

- Designs, directs, and manages a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management.
- Manages employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, and Intranet use.
- Manages a process of organizational planning that evaluates company structure, job design, and personnel forecasting throughout the company. Evaluates plans and changes to plans. Makes recommendations to executive management.
- Identifies and monitors the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction.
- Participates in a process of organization development to plan, communicate, and integrate the results of strategic planning throughout the organization.
- Manages the company-wide committees including the wellness, training, environmental health and safety, activity, and culture and communications committees.
- Keeps the CEO and COO and the executive team informed of significant problems that jeopardize the achievement of company goals, and those that are not being addressed adequately at the line management level.

## Required Skills:

- Fluent in English Written and oral, Bahasa Language
- Internet and computer
- Microsoft Office and Project
- Merlin, KMZ
- HRIS, ADP Streamline

## Experience:

- Minimum 10 years

**Working Hours:**

- 173 hours per month
- Monday to Friday
- 09.00 am - 06.00 pm
- Saturday and Sunday (request by google calendar)
- Travel, including international, as needed

**Level:**

Manager/Senior Manager

**Next Action:**

If you are interested and think your qualification and experience match the above job requirement, please kindly send your resume to [yanuar.wibisana@indofdi.com](mailto:yanuar.wibisana@indofdi.com). We'll keep your interest and information confidential. Thank you.