

Human Resources

Build the team — and the culture — that lets us punch above our weight.

Role Overview

HR at Genesis spans hiring, people operations, performance, and culture across a fast-growing multi-entity group. You'll work directly with founders and entity leads on real talent decisions, not paperwork shuffling. This role is for someone who treats hiring as a craft and people ops as a system.

What You'll Do

- Run end-to-end recruiting: job posts, sourcing, screening, interview coordination, offer management
- Onboard new hires with structured first-week and 30/60/90-day plans
- Maintain HR systems: employee records, contracts, leave tracking, payroll inputs
- Run performance review cycles and support managers with feedback frameworks
- Drive culture initiatives: town halls, offsites, recognition programs
- Ensure compliance with Indonesian labor regulations (UU Ketenagakerjaan, BPJS, etc.)

What We're Looking For

- Working knowledge of the Indonesian employment landscape and basic labor law
- Strong communication and interpersonal judgment — can have hard conversations professionally
- Organized and process-minded; can build systems where none exist
- Discreet — handles confidential information with absolute integrity
- Bachelor's degree or equivalent practical HR experience

Nice to Have

- Prior experience in startup or holding-company HR
- Experience with HRIS tools (Talanta, Mekari, BambooHR)
- Background in people analytics or org design

Engagement Levels

This role is open at three levels. Apply to the one that fits your current stage — we hire for fit, not just title.

INTERN	PART-TIME	FULL-TIME
Duration 3–6 months	Duration Project-based or ongoing (3–6 month renewable)	Duration Permanent
Commitment Hybrid, flexible around studies	Commitment 20–25 hrs/week, mostly remote	Commitment Mon–Fri, hybrid (Jakarta-based or willing to relocate)
Compensation Monthly stipend + portfolio output	Compensation Hourly or monthly retainer (range disclosed at interview)	Compensation Competitive salary + performance bonus + benefits
Scope Supports recruiting coordination, onboarding logistics, employee data	Scope Owns recruiting or people-ops for specific entities	Scope Owns HR end-to-end across the holding; may build the team

About Genesis Garuda Asia

PT Genesis Garuda Asia is a holding company building the next generation of education and technology businesses in Indonesia. Our portfolio spans business education, AI-powered software, creative content, and emerging ventures — operating with a startup mindset and an execution-first culture.

We hire people who think clearly, ship work without hand-holding, and want to grow faster than they would anywhere else.

Note: This position may be placed under Genesis Garuda Asia (holding) or one of our portfolio companies, depending on fit and business need.

How to Apply

Submit your application through the main hiring form, attaching your CV and (where relevant) your portfolio or work samples. Shortlisted candidates will be contacted for an initial interview.

Note: We review work quality over credentials. A strong portfolio or proven output will always outweigh a polished resume.

Recruitment Form

[Link](#)