PT Agincourt Resources (PTAR) is a mining company based in Indonesia that is engaged in the exploration, mining, and processing of gold and silver. The only place of operation is at the Martabe Gold Mine in North Sumatra. Company functions are managed from Jakarta.

Mineral Resources as of June 2021, reached 7.5 million ounces of gold and 72 million ounces of silver. Production began at Martabe on 24 July 2012, with the operating capacity of the Martabe Gold Mine exceeding 6 million tonnes of ore per year to produce more than 274,000 ounces of gold and 1.35 million ounces of silver per year.

PTAR employs more than 3,000 employees and contractors, over 99% of whom are Indonesian nationals, and more than 70% of whom are recruited from local residents. PTAR is committed to creating safe and efficient operations, minimizing environmental impact, and ensuring our existence provides long-term benefits to all local stakeholders.

The majority shareholder in PTAR is PT Danusa Tambang Nusantara, which is owned by PT United Tractors, Tbk (60%) and PT Pamapersada Nusantara (40%), with a total share of 95%. PT United Tractors Tbk is a public company whose shares are listed on the Indonesia Stock Exchange and is also a subsidiary of PT Astra International Tbk. PT United Tractors, Tbk’s share ownership consists of 59.50 by PT Astra International Tbk and 40.50% by the public. PT. Pamapersada Nusantara is 99.9% owned by PT United Tractors, Tbk. 5% of the Company’s shares are owned by PT Artha Nugraha Agung which is jointly owned by PT Pembangunan Prasarana Sumatera Utara with 30% and PT Tapanuli Selatan Membangun with 70%.

To strengthen the existing Human Resources team and to ensure the achievement of the department objectives, the Martabe Gold Mine is looking for a candidate to fill the role:

**SENIOR SUPERVISOR – COMPENSATION AND BENEFIT (HR 2209062)**

**This position is based at the Martabe Site in Human Resources Department, and reports directly to the Superintendent – Compensation and Health Benefit.**

**The Role of the Senior Supervisor – Compensation and Benefit** is to regulate and be responsible for the compensation process and provide benefits to employees based on their respective rights and obligations as stipulated in the company's laws and regulations, PKB as well as internal company policies.

**Candidates for this role would be expected to have the following qualifications and experience:**

1. Bachelor’s Degree in Business Studies/Administration/Management, Human Resource Management, or related field.
2. Desirable know in Basic HR Administration, Payroll, PPH21/23 calculation, and Understanding UU No.13/2003.
3. Have 5-10 years of working experience in payroll administration preferably from the mining industry.
4. Understand employee income tax calculation and payroll system.
5. Highly motivated and able to work under pressure and deadlines.
6. Good communication skills, English literacy, proficient PC skills, result oriented, and energetic.
7. Able to communicate with staff of all levels.
8. Independent, can work under pressure and able to work well in a team.
9. Excellent in MS Office - Excel and HRIS SAP.
10. Willing to work under pressure and overtime.

Applicants are to include in their application a copy of the following:

* + - 1. Latest Resume
			2. ID Card (KTP).
			3. Vaccine certificates (Vaccine 1, Vaccine 2, and Booster).

If you believe, you possess the skills, qualifications, and experience to fill in the position, please send in your CV complete with your **latest photograph** by quoting the position title & code on the email subject, no later than **September 30, 2022** to:

**Human Resources Department – PT Agincourt Resources**

**Or email:** **PTAR.Recruiting@agincourtresources.com**

Please put the position code & applicant’s name **(HR 2209062 - Your Name)** on your application subject

Only shortlisted candidates will be notified for further process