

We are on a journey of cultural transformation, focused on people, and seeking to enhance diverse talents. Shall we do this together?

Join our diverse team.



Position:

Executive Assistant to CHCO

Work Location: **Jakarta**

For National Recruitment

Purpose of the Role

The Executive Assistant to the CHCO serves as a strategic partner and operational advisor to support the execution of the Human Capital. The role is expected to support CHCO by providing structured analysis, executive coordination, governance monitoring, strategic follow-up, and high-level stakeholder management across corporate and site operations.

Accountabilities:

1. Direct Environment, Health, Safety, and Risk (EHSR) standards and regulations by ensuring work environment conditions, equipment, materials, methods, worker behavior, and 5S under area responsibility with the aim of minimizing risk, achieving safe and secure conditions (Zero Harm), clean environment, and achieved work productivity targets.
2. Strategic & Executive Support
 - Act as a trusted advisor and thought partner to the CHCO in managing strategic priorities, organizational initiatives, and executive decision-making processes.
 - Consolidate, analyze, and synthesize data, reports, and presentations to support executive discussions, EXCO/BoD meetings, and strategic workforce decisions.
 - Monitor progress of key Human Capital initiatives and ensure timely follow-up on agreed action items across functions and operational sites.
 - Translate broad executive direction into structured execution plans, tracking mechanisms, and measurable deliverables.
3. Executive Governance & Coordination
 - Drive governance and cadence management for Human Capital leadership meetings, cross-functional reviews, and executive forums.
 - Ensure quality control and consistency of materials prepared for Board, Executive Committee, regulators, and strategic stakeholders.
 - Manage executive communication flow, prioritization, and escalation handling on behalf of the CHCO.
 - Coordinate with senior leaders across operations, corporate functions, and external stakeholders to ensure alignment and execution discipline.



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4. Data Analytics & Decision Support
 - Develop executive dashboards, workforce analytics, and strategic insights related to talent, organization effectiveness, performance management, succession, and manpower planning.
 - Conduct trend analysis and provide recommendations to support workforce and organizational decision-making.
 - Support preparation of business cases, organizational reviews, and strategic HC reports using data-driven approaches.
 - Ensure integrity, accuracy, and confidentiality of executive-level data and information.
5. Project & Transformation Management
 - Support execution of enterprise-wide Human Capital transformation initiatives, including organization design, leadership effectiveness, performance management, EVP, talent management, and workforce optimization.
 - Track strategic project milestones, risks, dependencies, and stakeholder commitments.
 - Coordinate cross-functional initiatives requiring alignment between site operations, corporate offices, and leadership teams.
6. Confidential & Sensitive Matters
 - Handle highly confidential organizational, people, industrial relations, and executive matters with strong professionalism and discretion.

Requirements:

- Minimum bachelor's degree (Prefer: Psychology, Law, Management, Business) or related disciplines and Master's degree is an advantage.
- Having a minimum 8 (eight) years of professional experience in Human Capital, Management Consulting, Strategic PMO, Executive Office, or Business Partnership roles within large-scale organizations.
- Experience in mining, heavy industry, energy, manufacturing, or other operationally intensive industries is highly preferred.
- Certified in Organization Development and/or Project Management are preferable.
- Ability to manage multiple priorities under tight timelines and high-pressure environments, project management and stakeholder coordination skills.
- Fluent in English communication (writing, reading, speaking).
- Computer literate, experienced in MS Office Application (Word, Excel, Power Point). High proficiency in Desktop application, not limited to Microsoft 365, Adobe Creative Suite, and Analytic tools such as Power BI, SQL, etc.
- Preferably have experience or knowledge in the Occupational Health, Safety and Environment Management System (SMK3L).



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Terms and Conditions:

- Please submit your application to <https://s.id/A6YtS>
- Closing date (inclusive) is on **July 20, 2026**.
- Only applicants that meet requirements with complete documents as required above will be notified for further selection process.
- We support diversity and inclusion in the workplace; therefore, we invite prospective female workers to apply for this position.
- **Be careful with fraud, PT Vale Indonesia posts job vacancies information only to trusted third parties by including clear and detailed information, including invitations to the next stage via email with @vale.com domain. We do not collect any fees from prospective employees, neither money transfer nor cash.**
- For further information about PT Vale Indonesia Tbk, please visit <http://vale.com/indonesia>.



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