



PR/109176 | Jr. Executive-HR HQ

Job Information

Recruiter

JAC Recruitment India

Job ID

1536206

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 15:49

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Designation - Jr. Executive-HR**Deptt./Project** HR Department**Job Location** (Address): Head Office, Saket**Details**

- Sending the resumes to HOD and follow up for feedback.
- Arranging interviews at HO and sites.
- Getting filled up feedback forms from the interviewers.
- Arranging premedical tests for the candidates who have been selected for the post applied.
- Filing of New Joinee Documents (Head office and Site), coordinating with Site Admins
- Send welcome note introducing the new staff

Job Details

- Check the joining of new and transferred staff with the respective Admin staff.
- And other work assigned by the HCD
- Knowledge of Microsoft Word, PPT and especially advanced excel.

Desired Candidate

Fluent in English

(Area/ Field of Experience, Age,

Age: 22 to 25 years etc.)

Graduate in HR Qualification

Work Experience (in years) 1-2 Years

Company Description