



PR/109184 | AM / DM - HR

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1536210

**Industry**

Other (Trade)

**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

Department: Human Resource.

Designation: AM /DM

Location - Rajasthan

Key Responsibilities:

- HR Setup: Establish HR policies, procedures, and systems for the new project.
- Recruitment: Manage the recruitment process to hire the right talent for the project.
- Compliance: Ensure compliance with labor laws and regulations.
- Employee Relations: Foster a positive work environment and handle employee relations issues.
- Training and Development: Develop and implement training programs for new hires.
- Performance Management: Oversee performance management processes to ensure employee productivity.
- Safety and Health: Implement safety and health policies to ensure a safe working environment.
- Stakeholder Communication: Maintain effective communication with project stakeholders and team members.
- Project Planning: Develop comprehensive project plans, including timelines, budgets, resources.
- Project Execution: Oversee the implementation of HR projects, ensuring they are completed on time and within scope.

**Experience**

- Experience in setting up automated green field manufacturing setup.
- Ability to effectively manage employment issues i.e., performance, absence, grievances, and discipline.
- Strong knowledge of labor laws and HR best practices.

- Proficiency in HR software and tools.

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Company Description