



PR/109176 | Jr. Executive-HR HQ

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1541876

### Industry

Civil Engineering and Construction

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

June 3rd, 2025 02:00

## 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

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Company Description