



PR/109360 | Sr. HR / HR Executive

#### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1542451

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

May 27th, 2025 10:42

#### 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

Job Title: HR Executive

Job Location: Bidadi, Bangalore

#### Job Responsibilities:

- To prepare timely and accurately budget, MTP or Revision of HR budget and tracking
- To recruit manpower as per annual plan and onboarding
- To monitor & ensure compliance related to daily attendance, leaves, OT, etc.

- To ensure compliance & keep all statutory record maintained as per the legal requirements.
- To timely prepare and share MIS to management
- To enhance employee satisfaction
- Knowledge of Payroll processing
- Good knowledge of Labour Laws & provisions
- Internal & External Audits - ISO, IATF

Requirements:

- 3 - 7 Years of experience
- MSW/MBA/PMIR
- Knowledge of Japanese culture

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Company Description