



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

June 24th, 2025 07:00

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

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

Company Description