



JAC Recruitment

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India



PR/109412 | Assistant Manager-HR

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1548711

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:47

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

Position: Assistant Manager-HR**Location: Gurgaon**

Educational Qualification: MBA/PGDM

Experience (in years): minimum 5 Years

Primary Purpose:

Strong knowledge of HR practices.

Strong leadership

Any experience in working for Japanese companies

Job purpose:

- Responsible for Overseeing Manpower Planning & Budgeting, and hiring, pay role management, and attendance management. Strong leadership.
- Culture Building and Employee Engagement
- HR Policies and compliance

Key Responsibilities:

- Develop and improve work circumstances.
- Oversee HR management systems and HR Policy
- Create and manage employee engagement programs
- Develop, update, and enforce HR policies and procedures.
- Manpower Planning & Budgeting, and hiring
- Pay role management, and attendance management.
- Culture Building and Employee Engagement
- Manage employee relations, including conflict resolution and policy guidance.
- Collaborate with senior management on organizational development.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description