



## PR/109467 | Assistant Manager-HR & Admin

### Job Information

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

1548760

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 16:48

### 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 & Admin****Location: Mandal (Gujarat)**

Experience (in years): minimum 5 Years

Educational Qualification: MBA/PGDM/MSW

**Required: -**

(HR)

-Dealing with vendors of contract employee

-Recruiting

-Training

-managing the absence

-knowledge of EHS

-Issuing, revision, and approval applications (to Japan HQ), and management of regulations

(Admin)

-Booking hotels, cars, flights

-Managing Canteen

Requirement

-Having experience of working in Manufacturing company

-Knowledge of Labor Management \* They may start 3 shift system, so he/she needs to know the labour rule

(Preferred) Japanese MNC working experience

HR Responsibilities: -

- Design and implement HR strategies aligned with business goals across multiple sites.
- Issuing, revision, and approval applications (to Japan HQ), and management of regulations.
- Lead and mentor HR teams to enhance employee engagement, productivity, and retention.
- Handle union negotiations, resolve disputes, and maintain harmonious labour relations across locations.
- Ensure full compliance with labour laws and statutory regulations.
- Drive talent acquisition, retention, and development programs to strengthen the workforce.
- Oversee safety initiatives to achieve a zero-incident workplace across all units.
- Foster a positive work environment through effective grievance handling and transparent communication.
- Work closely with senior leadership to support business objectives with HR expertise.

Admin Responsibilities:

- Schedule Booking
- Hotel & Car Booking for Visitors & Guests
- To look after for day-to-day affairs of the branch, Day-to-Day follow ups and communication with branch offices and employees
- Maintenance of documentation for internal records

Required Skills & Qualifications:

- Master's degree in HR, Industrial Relations, Law, or a related field.
- Min 5 years in HR/IR, preferably within a Japanese MNC.
- Proven ability to lead remote HR teams across multiple locations

**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