



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

August 19th, 2025 20:00

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

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

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Company Description