



PR/109485 | HR Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1548783

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

Experience: 3-6 years

Education: MBA

Location: Bidadi

1. Budgeting & Cost Management

- Prepare and submit budgets in a timely manner.
- Monitor and track actual expenses against the budget.
- Propose and implement cost-reduction initiatives.

2. Recruitment & Manpower Planning

- Source candidates through multiple channels.

- Ensure onboarding is completed within a 120-day turnaround time (TAT).
- Track headcount against budgeted numbers.
- Follow manpower rotation and replacement schedules.
- Ensure availability of contract labour as per budget requirements.

3. Time Office & Payroll Management

- Monitor daily employee attendance, leave, and overtime in line with company policy.
- Review and maintain all time office and payroll records regularly.
- Process and release salaries on time.
- Prepare MIS reports related to time office and payroll (experience with Saral PayPack is a plus).
- Generate reports for statutory payments.

4. Statutory Compliance

- Maintain and update monthly records and statutory registers.
- Prepare and submit statutory returns on time.
- Renew licenses as per schedule.
- Respond promptly to government queries.
- Track compliance plans versus actuals.
- Verify contractor compliance and maintain related documentation.

5. Employee Relations & Welfare

- Ensure timely distribution of annual employee benefits.
- Address and resolve employee grievances effectively.
- Provide insights and recommendations to HODs and management.

6. Reporting & Analysis

- Analyze and prepare various MIS reports.
- Track pending issues and follow up on closure status.
- Escalate critical matters to management when necessary.
- Submit plan versus actual reports.

7. Employee Engagement

- Plan and execute annual employee engagement activities.
- Benchmark engagement practices from other industries.
- Organize events from planning to execution.

8. Insurance & Documentation

- Facilitate Medilaim/Insurance processes including additions, deletions, and claims.
- Benchmark insurance practices across industries.
- Serve as auditee for internal and external audits; maintain documentation as per system requirements.
- Prepare manuals and flowcharts.
- Maintain HR and Admin records and documentation.

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Company Description