

インドの求人なら JAC Recruitment India

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

November 11th, 2025 15:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

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 Mediclaim/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.

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