



JAC Recruitment

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India



PR/109491 | HR & Admin Officer

Job Information

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

1551989

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 15th, 2025 10:29

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

Job Description:**Job Title:** HR & Admin Officer**Job Location:** Bangalore**Qualification Criteria:**

- Bachelor's or master's degree in HR, Business Admin, or related fields (MBA/MSW/PGDM preferred).
- 2-5 years of experience in HR & Admin roles.
- Strong knowledge of labor laws & statutory compliance.

Roles & Responsibilities:

- Assist in the recruitment and selection process (job postings, screening resumes, scheduling interviews).
- Maintain and update employee records, attendance, leave, and payroll inputs.

- Coordinate employee onboarding, induction, and exit formalities.
- Supervise general office operations (stationery, housekeeping, vendor management).
- Support in organizing events, meetings, and employee welfare activities.

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