



## 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**

September 23rd, 2025 08:00

### 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

**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