



JAC Recruitment

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India



PR/109492 | HR Officer

Job Information

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

1551990

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 Officer**Job Location:** Tumkur, Bangalore (Karnataka)**Qualification Criteria:**

- Bachelor's or master's degree in business administration, HR, or related fields (MBA/MSW/M.com preferred)
- 2-5 years of experience in HR domain.

Roles & Responsibilities:

- Assist in the recruitment and selection process (job postings, screening resumes, scheduling interviews).

- Coordinate training and development activities.
- Maintain up-to-date records of company assets, licenses, and vendor agreements.
- Liaise with government departments and external agencies for required documentation and inspections.

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