



PR/108955 | Manager / Dy Manager-HR & Admin & IT

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1553367

### Industry

Industrial Facilities

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

July 29th, 2025 10:56

## 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

**Position:** Manager/Dy Manager-HR & Admin & IT

**Location:** Delhi

**Experience:** 5-10 years

**Qualification:** University Graduation or above

### Details of the requirement: -

#### [HR] 5%

- Recruitment Activities: Formulation and execution of recruitment plans for necessary job positions. Conducting interviews and managing the selection process. Assisting Global HR Team for Global recruitments from top colleges for internship and placement in Japan.
- Labor Management: Management of employee employment conditions based on labor laws and regulations. Resolution and mediation of labor issues.
- Compensation and Benefits: Management and adjustment of the salary system. Operation of welfare programs and explanation to employees.
- Knowledge and experience in Success Factors for Performance Management, Goals Management and Learning module.
- Experience in handling and working on Compensation surveys/ any Global level surveys.
- Human Resources Data Management: Management and maintenance of the employee database. Creation and storage of human resources-related documents and forms. Management of Personal information protection Management Systems.

- Communication: Ensuring smooth communication with employees. Addressing problem-solving and inquiries.
- Promotion of Organizational Culture: Understanding and dissemination of the company's values and culture. Planning and implementation of team-building events.
- Talent Development: Planning and implementation of in-house training and skill enhancement programs. Performance evaluation of employees and providing feedback.
- Drafting and revising work related to HR Policy.

**[Admin] 50%**

- Office Management: Maintain office cleanliness, organization, and facilities, Purchase and manage office supplies, Ensure facility safety and security measures, Document Management
- Organize and store documents: Create and manage contracts, Prepare and submit various reports, Employee Support.
- Expatriate Management - Assistance to check apartments, Golf, Rental Car etc.
- Planning and Organizing Internal Events: Plan and organize internal events, meetings, and training sessions, Promote internal communication
- Controlling various contracts related to national employees and expat.
- Processing of various forms (Invoice/Payment Application) and confirmation of payment of travel expenses, office expenses.
- Arrangement for business travelers (Flight, Hotel and Transport arrangement)
- Management of company assets
- Drafting and revising work related to Admin Policy
- Take initiatives for cost optimization in the company and prepare Budget plans.

**[IT] 45%**

- Management and regular maintenance of IT (PC, Mobile, Server) assets and inventory
- Implementation of IT education and IT Training to employees.
- Drafting and revising work related to IT Policy.
- Experience in managing IT audits.

**Skills required:**

- Ability to train and instruct, improve and manage team members (App 5members)
- Ability to communicate with various stakeholder (internal and external) for completion of tasks
- Ability to execute projects and tasks with strong initiative
- Experience related HR/Admin Department
- Experience in project management
- Writing (Word, Excel, Power Point etc.) and reporting skills
- Normal IT Literacy and abilities

**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