



PR/109553 | Manager- HR

Job Information

Recruiter

JAC Recruitment India

Job ID

1553852

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 10:25

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 We are seeking a dynamic and experienced HR Manager to lead and oversee our human resources operations. The ideal candidate will be responsible for managing HR processes, ensuring legal compliance, and fostering a positive and productive work environment. This role requires strong leadership, excellent communication skills, and a deep understanding of HR best practices.

Key Responsibilities

- Lead and supervise daily HR operations to ensure efficiency and compliance with applicable regulations
- Develop, implement, and continuously improve HR processes and procedures
- Oversee HR administrative functions including payroll, documentation, record-keeping, and HRMS management
- Streamline administrative workflows to enhance accuracy and reduce turnaround time
- Stay updated with labor laws and ensure company policies align with legal requirements
- Create, update, and communicate HR policies in line with industry standards and legal obligations
- Collaborate with the recruitment team to support effective talent acquisition strategies
- Design and execute onboarding programs for smooth integration of new hires
- Provide guidance on employee relations and resolve workplace issues fairly and consistently

- Support employee career development through training and growth initiatives
- Identify training needs and deliver programs that enhance employee skills and performance
- Address employee concerns, mediate conflicts, and promote a healthy work culture

Qualifications and Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree or HR certification such as SHRM or HRCI preferred)
- Proven experience as an HR Manager or in a senior HR role
- Strong knowledge of HR laws, regulations, and best practices
- Excellent interpersonal, communication, and leadership skills
- Ability to handle confidential information with discretion and professionalism
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

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Company Description