



PR/109785 | HR Senior Manager (HOD)

Job Information

Recruiter

JAC Recruitment India

Job ID

1563179

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

November 25th, 2025 22:00

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

A. Strategic & Management-Level HR

Act as an HR business partner to management, providing insights and recommendations on people-related strategy, manpower planning, and organization structure.

Participate in management meetings and advise on HR governance, workforce discipline, and organizational development.

Support HR team in decision-making related to key people issues, performance alignment, and compliance strategy.

B. Labour Law & Statutory Liaisoning

Lead all liaisoning with Labour Department, PF, ESIC, Factory Inspector, and other statutory authorities.

Represent the company during inspections, audits, and hearings; ensure timely resolution and documentation.

Maintain strong relations with external agencies, consultants, and government officials.

Monitor and guide the HR team on compliance with all applicable Acts (Shops & Establishment, POSH, Payment of Bonus, Gratuity, etc.).

C. Policy, Audit & Governance

Oversee and review policy implementation to ensure consistency, fairness, and legal compliance.

Support internal and external HR audits by ensuring documentation and data integrity.

Advise management on risk areas, disciplinary matters, and labour relations.

Drive governance reporting, compliance trackers, and HR dashboards for management review.

D. Coordination & People Interface

Act as a bridge between management and HR team, ensuring alignment in execution and communication.

Provide mentoring and guidance to the HR team for operational excellence.

Additional Key Responsibilities

Design and Implement Compensation Structures: Prepare and continuously review the salary structures aligned with market competitiveness, internal equity, and organizational goals.

Strategic Vision for Business Expansion: Collaborate with top management to align HR strategy with business growth plans, workforce scalability, and new business ventures.

Leadership Development: Identify high-potential employees and build and implement structured mechanisms to nurture and create future organizational leaders.

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Company Description