



PR/109843 | Executive- HR

Job Information

Recruiter

JAC Recruitment India

Job ID

1566426

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 6th, 2026 12:02

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

Roles and responsibilities:

HR & Employee Relations

- Manage end-to-end HR operations at the factory including attendance, leave, payroll inputs, and employee records.
- Support recruitment and onboarding of factory staff and workmen.
- Handle employee grievance management and maintain healthy employee relations.
- Implement HR policies, training, and engagement activities for workers and staff.
- Coordinate with production/line managers for manpower planning and deployment.

Training & Development

- Identify training needs across departments and skill gaps among workers/staff.
- Prepare annual training calendars and conduct training programs (technical, safety, soft skills, compliance).
- Maintain training records, evaluate training effectiveness, and ensure compliance with statutory training requirements.
- Drive initiatives to upskill employees and improve productivity.

Legal & Compliance

- Ensure statutory compliance under Factories Act, Labour Laws, ESI, PF, Minimum Wages, Bonus, Gratuity, etc.
- Prepare and maintain all statutory registers, forms, and factory compliance records (as per Govt. requirements).
- Ensure timely filing of statutory returns and submission of government statutory forms (PF, ESI, Professional Tax, Labour Welfare, etc.).
- Liaise with government officials, labour inspectors, and external agencies as required.
- Monitor and implement health, safety, and welfare provisions for workers.
- Draft and review HR-related legal documents, contracts, and compliance reports.
- Support internal/external audits related to HR, legal, statutory compliance, and safety.

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Company Description