



PR/109866 | AM - HR

Job Information

Recruiter

JAC Recruitment India

Job ID

1567477

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 24th, 2026 14:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Designation - Assistant Manager HR

Location - Gurugram

- Key Responsibilities:
 1. HR Operations & Manpower Management
 - Ensure adequate manpower planning and availability across all shifts.
 - Manage recruitment, selection, and onboarding for workmen, trainees, and staff.
 - Maintain attendance, shift rosters, leave records, and overtime registers.
 - Support contract labor management, including documentation and contractor compliance.
 - Conduct periodic manpower audits and control absenteeism.
 - 2. Employee Welfare & Engagement

- Implement welfare programs, health check-ups, and manage canteen and transport facilities.
Organize employee engagement events, motivation programs, and suggestion schemes.
Facilitate communication between management and employees to promote a positive work culture.
Conduct employee satisfaction surveys and prepare action plans.
- 3. Training & Development
- Coordinate induction and safety training for new joiners.
Plan skill enhancement and behavioral training in collaboration with the HRD department.
Promote Kaizen, 5S, and continuous improvement culture.
Maintain training records and evaluate training effectiveness.

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Company Description