



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 10th, 2026 06:00

#### 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.

**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