



PR/109943 | Jr. Executive / Executive HR

Job Information

Recruiter

JAC Recruitment India

Job ID

1571203

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 17th, 2026 02:00

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 - Junior Executive/ Executive - HR

Location - Bawal

JOB Responsibilities -

- HR department. Resourceful in managing On Boarding process & Exit Formalities,
- Time Office, Payroll Processing, Statutory Compliance, Grievances.
- Training & Development
- General Admin operations

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Company Description