



## 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

**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.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

---

## Company Description