



PR/108132 | Assistant Manager HR

Job Information

Recruiter

JAC Recruitment India

Job ID

1572207

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 7th, 2026 14:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Department -Assistant Manager HR
Job Location: - HO Saket
Job Details: -

Handle end-to-end attendance and payroll system and related compliances such as PF, ESIC, PT, TDS, Gratuity etc and coordinate with external payroll vendor Zing HR for attendance management and salary processing and payroll compliance. Supervise all HR operational activities including recruiting, transfer, attendance & payroll management, and separation of Staff.

Assist HOD HR in all strategic and analytical works including change in HR Policy, salary structure, appraisals, and Staffing plan.

Responsible for managing and enhancing HR data coverage and quality and HR MIS utilization (including current Zing HR). Keep good relationships of HR Department with the management and other HOP/HODs for smooth communication.

Manage leaves and attendance on Zing HR system and align with payroll inputs; able to give required data to accounts auditors.

Should complete inhouse or outside surveys for data collection.

Create awareness and manage all HR activities and compliances of Japan HQ requirements.

Manage all establishment compliances of site locations as per state rules.

Manage internal compliance audits as per process.

Maintain good relations with employees by understanding and addressing their grievances, or any other issues.

Manage all HR data (Employee folders, MIS reports, Headcount report, attrition data etc).

Responsible for support data for complete employee life cycle for new joiners (on-boarding, induction, confirmation, and separation).

Manage employee Group Medclaim insurance and Group Personal accident insurance.

Work closely with Accounts team for payroll processing, TDS returns filing.

Manage Employment engagement activities for celebrating certain events/ festivals.

Shall assist in collecting benchmark study for drafting new policies.

Preparation of skill matrix based on competency framework and job description for employees based on the role.

Knowledge of Appraisal process and activities.

Desired Candidate: -

Excellent in MS Office- Word, Excel, PowerPoint presentations preparation/.

Shall be innovative enough to create the lively atmosphere at corporate as well as in field.

Good analytical skills.

Legal knowledge and mindset.

Good in English writing.

Strong business and analytics acumen.

Great communication skill both in English and Hindi (another language is a plus).

Qualification: -

MBA In HR is must.

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Company Description