



PR/109951 | HR GA Manager

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1572218

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 08:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Role Summary

The HR & GA Manager will lead and oversee Human Resources (HR) and General Administration (GA) functions for our India site at Sri City. This role is responsible for driving operational excellence across recruitment, labor relations, performance management, compensation, learning & development, and employee welfare. Additionally, the position will manage facility operations, vendor/contract administration, fleet, security, housekeeping, office supplies, and inventory control. The incumbent will ensure strong governance, compliance, and adherence to company policies and Delegation of Authority (DoA).

Key Responsibilities

Human Resources (HR)

- Workforce planning and end-to-end recruitment (sourcing, interviews, offers, onboarding)
- Performance management and appraisal cycles; annual compensation planning and HR budgeting

- Ensure compliance with labor laws; manage attendance, disciplinary actions, and grievance handling
- Administer rewards and benefits, drive employee engagement initiatives
- Oversee learning & development, talent management, and succession planning

General Administration (GA)

- Manage office and plant administration, including facilities and utilities
- Handle vendor contracting (canteen, transport, security, housekeeping, maintenance, etc.)
- Enforce “no service before contract” policy, monitor contract renewals and expirations
- Coordinate procurement of office supplies; maintain inventory control and ledger accuracy
- Organize corporate events, internal communications, and business continuity planning
- Manage visa arrangements, housing, and related support for Japanese and Korean expatriates

Governance & Internal Controls

- Operate SAP/ERP workflows aligned with DoA, ensuring auditable approval trails
- Ensure compliance with Indian labor laws, data privacy, and payment controls
- Lead audit readiness (internal/external) and implement corrective actions
- Track KPIs for cost optimization, approval lead time, audit findings, and ledger accuracy

Qualifications

- Bachelor’s degree in HR, Business, Commerce, or Law (preferred)
- Minimum 7 years of HR/GA experience in manufacturing or multi-site organizations; at least 3 years in a managerial role
- Strong knowledge of Indian labor laws (ESI, EPF, Gratuity, POSH, Shops & Establishments) and contractor management
- Proficiency in SAP/ERP systems, HRMS, and MS Office
- Language skills: English (business level); Hindi/Telugu preferred; Japanese is an advantage

Core Competencies

- Strong operational control and data-driven decision-making
- Expertise in process standardization for contracts, purchasing, and inventory; audit-ready mindset
- Excellent stakeholder management and negotiation skills; ability to bridge shop floor and management
- High integrity and accountability; adept at handling confidential information
- Leadership in change management, team development, and coaching

Key Performance Indicators (KPIs)

- Recruitment fulfillment and lead-time reduction; attrition control; training coverage
- Timely contract renewals; zero service-before-contract; zero DoA deviations
- Cost optimization across consumables, facilities, and fleet
- Inventory and ledger accuracy; timely invoice collection and posting
- Zero audit findings; closure of corrective actions

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Company Description