



PR/110153 | HR AM / Manager

Job Information

Recruiter

JAC Recruitment India

Job ID

1582546

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

March 17th, 2026 10:40

General Requirements

Minimum Experience Level

Over 10 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

Human Resources

- Lead end-to-end recruitment and onboarding, including job postings, interviews, offer management, and induction.
- Manage the employee lifecycle: records, transfers, promotions, exits, documentation, and HRMS updates.
- Oversee performance management (KRAs/OKRs), support managers during reviews, and address performance concerns.
- Drive learning & development initiatives, identify training needs, and coordinate training programs.
- Plan and execute employee engagement, welfare activities, retention initiatives, and engagement surveys.
- Ensure HR policy compliance, update SOPs/manuals, and manage statutory adherence (PF, ESI, Bonus, Gratuity, Shops & Establishment, Maternity Act, etc.).
- Administer payroll, attendance, leave management, reimbursements, salary structures, and statutory deductions.

Administration & Operations

- Supervise office operations, housekeeping, utilities, security, vendor management, and office supplies.
- Oversee facility and asset management, including allocation, maintenance, and coordination with IT/service providers.
- Handle travel & logistics, bookings, itineraries, and reimbursement compliance.
- Ensure health, safety, and security compliance, safety drills, wellness programs, and insurance processes.
- Manage statutory documentation, licenses, fire safety, labor registrations, and support internal/external audits.

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Company Description