



PR/110407 | HR & Admin - Manager

Job Information

Recruiter

JAC Recruitment India

Job ID

1599511

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:25

General Requirements

Minimum Experience Level

Over 10 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 - HR Manager

Location - Ahmedabad

HR Operations Management

- Manage daily HR operations to ensure efficiency and compliance with company policies.
- Oversee employee lifecycle processes including onboarding, attendance, leave management, and exit formalities.
- Maintain accurate employee records and HR documentation.

2. Payroll Management

- Ensure accurate and timely processing of payroll in coordination with finance.
- Monitor salary structures, statutory deductions, and reimbursements.
- Address payroll-related queries and discrepancies.

3. Labour Law Compliance

- Ensure compliance with applicable labour laws, regulations, and statutory requirements (e.g., PF, ESI, Factory Act, Shops & Establishment Act).
- Coordinate audits and inspections, ensuring all documentation is up to date.
- Liaise with external agencies and government authorities where required.

4. Safety, Health & Environment (SHE)

- Ensure adherence to workplace safety standards and health regulations within the manufacturing facility.
- Support implementation of safety programs, training, and audits.
- Promote a culture of safety and well-being across the organization.

5. Employee Relations & Issue Resolution

- Act as the first point of contact for employee grievances and concerns.
- Investigate and resolve workplace issues in a fair and timely manner.
- Foster a positive work environment and maintain harmonious industrial relations.

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Company Description