



PR/110441 | Sr.Executive-AM-HR / Admin

Job Information

Recruiter

JAC Recruitment India

Job ID

1599534

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:25

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- Sr. Executive/ AM-HR Admin

Location- New Delhi

Key Responsibilities-

- Employees orientation policies.
- To take care of recruitment/ talent acquisition.
- To complete joining formalities of new employees.
- Issuance of offer letter/Appointment Letter.
- Preparation of monthly salary advice i.e. Salary/ OT/ incidental/ comp. off payable/ LWP etc.

- Employees' attendance & leave records.
- Record keeping & maintaining employees reimbursement/incentive sheet.
- Coordination with all centers for day-to-day activities.
- Assisting in preparation of monthly HR Report.
- Enrollment of employees under PF & ESI Scheme.
- Preparation of Transfer Letter, Absenteeism Letter, Warning Letter and Show Cause Notice etc.
- Coordination with insurance companies for the addition/deletion of employees on monthly. basis and employees' health/accidental insurance claim reimbursements.
- Record keeping of state wise minimum wage revision.
- Full & final settlement of employees.
- Assisting in preparation of employee's personal file.
- Assisting in HR Audit.
- Coordinating in administration work.

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Company Description