



PR/110492 | HR / IR Senior Manager

Job Information

Recruiter

JAC Recruitment India

Job ID

1599569

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:26

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: HR/IR Senior Manager

Location: Gujarat

EXPERIENCE: Over 15 years- from reputed organization

Qualification: Graduation, MBA/PGDM – HR

About company: A leading global company in the logistics and supply chain industry, headquartered in Japan, with operations supporting customers across India and international markets. The organization provides services including warehousing, transportation, packing operations, import and export customs clearance, and supply chain analysis and consulting.

Responsibilities:

HR Functions:

- 1) Responsible for entire HR operations inclusive of organization development, policy formulation & implication, audits etc.
- 2) Onboarding formalities through e Joining portal, orientation to the new joiners about the policies.
- 3) Relieving formalities, e Clearance, relieving letter, Exit Interview, Final Settlement advice
- 4) Handling Leave Management and Attendance system, monthly salary advice, Leave Provisions, Leave Encashment
- 5) Preparation of Department Expense Budget and keeping track of all the expenses done and doing a monthly reconciliation from Accounts.
- 6) Responsible for timely, smooth & error free Payroll. Handle HR audits related to Payroll, compliances & policies.
- 7) Responsible for handling & managing all employee & workers related matters. Timely resolutions of all employee Grievances established a system of HR help desk for the same.
- 8) Responsible for LTA, Medical, travel expenses etc.

Statutory Compliances/IR:

- 1) Ensuring the renewal of All Licenses with respect to factories act & Submission of half yearly & yearly return on time
- 2) Dealing in Legal matters and appearing before Govt. authorities i.e. ESIC, PF, etc.
- 3) Ensuring that all the legal compliances and provisions met and indulgence of unfair trade practices avoided so as to minimize the chance of legal litigations.
- 4) Follow ups with company's lawyers in respect to the legal cases pending in Industrial / Labour court, appropriate action must be initiated in the better interest of the organization in consultation with the superiors and legal advisors and keep the superiors posted about the progress on a regular basis.
- 5) Responsible to see that grievance handling procedures are being conducted in the right earnest.

General Administration:

- 1) Extending administrative support for existing and new projects.
- 2) Furnishing reports and records to top management for expediting their decision-making procedure.
- 3) Administer matters pertaining to Safety, Security, Hygiene and Environment Management, and supervise other basic facilities in the organization.
- 4) Ensuring smooth operations at all times & maintaining proper decorum & discipline by implementing & modifying the policies & procedures

KEY SKILLS:

- Excellent communication skills.
- Excellent presentation skills.
- Good leadership skills.
- Legal Knowledge of HR and General Affairs.
- Proactive action power for business improvement.
- Administration Management.
- Payroll Management.
- Performance Management.
- Talent Acquisition
- Ability to make innovations plans for the organization
- Knowledge of Japanese language is an added qualification give preference

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