



PR/110617 | DM HR & Compliance

Job Information

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

1605557

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 12:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities

1. Labour Law Compliance & Statutory Management

- Ensure compliance with all applicable labour laws, including:
 - Minimum Wages Act
 - EPF & ESI Regulations
 - Payment of Bonus Act
 - Payment of Gratuity Act
 - Contract Labour Act

- Factories Act / Shops & Establishments Act
- Other relevant statutory regulations

- Maintain statutory registers, notices, licenses, records, and compliance documentation.
- Ensure timely filing of statutory returns and payment of statutory dues.
- Monitor changes in labour legislation and implement necessary updates in company policies and processes.
- Coordinate with government authorities during inspections, audits, and compliance reviews.

2. Minimum Wages & Payroll Compliance

- Ensure payment of wages in accordance with applicable minimum wage notifications.
- Review payroll inputs, including attendance, overtime, leave records, deductions, incentives, and statutory contributions.
- Ensure timely and accurate processing of payroll compliance activities.
- Conduct periodic wage and payroll audits to identify gaps and implement corrective actions.
- Monitor compliance of contractors regarding wage payments and statutory benefits.

3. Employee Relations & Grievance Management

- Establish and administer employee grievance handling mechanisms.
- Address employee concerns relating to compensation, benefits, workplace policies, and working conditions.
- Conduct investigations and facilitate timely resolution of employee grievances.
- Maintain grievance records, action plans, and closure reports.
- Foster positive industrial relations and support a productive work environment.

4. Recruitment & HR Operations

- Support manpower planning and workforce requirements.
- Manage recruitment, selection, onboarding, and induction activities.
- Ensure completion of employee documentation, background verification, and joining formalities.
- Maintain employee records and HR databases.
- Support implementation and continuous improvement of HR policies and procedures.

5. HR Audit & Compliance Monitoring

- Conduct periodic HR and compliance audits.
- Ensure readiness for statutory, customer, and internal audits.
- Track audit observations and drive timely closure of corrective actions.
- Prepare compliance dashboards, reports, and audit summaries for management review.
- Ensure adherence to internal HR policies and compliance standards.

6. Contractor Labour Management

- Monitor contractor compliance relating to:
- Labour deployment
- Attendance management
- Wage payments
- EPF & ESI contributions

- Statutory documentation
- Verify contractor licenses, registrations, and compliance records.
- Ensure contractor adherence to company policies, safety standards, and legal requirements.
- Coordinate with contractors to address compliance gaps and implement corrective actions.

7. Team Leadership & HR Support

- Lead and mentor HR executives and support staff.
- Allocate responsibilities, monitor performance, and guide team members in daily operations.
- Conduct training on HR processes, labour law compliance, and documentation requirements.
- Promote a culture of accountability, collaboration, and continuous improvement.

8. HR Analytics & Reporting

- Prepare and maintain HR MIS reports covering:
 - Manpower statistics
 - Attendance and absenteeism
 - Payroll compliance
 - Employee grievances
 - Statutory compliance status
 - Employee data management
- Analyze HR metrics and trends to support strategic decision-making.
- Ensure accurate documentation and reporting for management reviews and audits.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description