



PR/110632 | HR

Job Information

Recruiter

JAC Recruitment India

Job ID

1607114

Industry

Other

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 05:00

General Requirements

Minimum Experience Level

Over 3 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

HR OPERATIONS & COMPLIANCE

- > Handle PF, ESI, and other statutory compliance activities.
- > Ensure compliance with applicable labour laws and employment regulations.
- > Coordinate with consultants and government authorities for statutory matters.

PAYROLL MANAGEMENT

- > Support and manage payroll processing activities.
- > Ensure accurate salary calculations, deductions, reimbursements, and employee benefits administration.
- > Handle employee queries related to payroll and statutory deductions.

Required Competencies

Functional Competencies

- > Strong knowledge of Indian Labor Laws.
- > Hands-on experience in PF, ESI, Payroll Processing, and Statutory Compliance.
- > Understanding of Organizational Development and Succession Planning.
- > Experience in HR Operations and Employee Lifecycle Management.
- > Good knowledge of HR policies and process standardization.

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Company Description