



PR/110644 | Jr. Officer HR

Job Information

Recruiter

JAC Recruitment India

Job ID

1607123

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 11th, 2026 10:23

General Requirements

Minimum Experience Level

Over 3 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

Key Result Areas (KRAs)

1. Talent Acquisition & Recruitment Management

- Manage end-to-end recruitment activities including sourcing, screening, interview coordination, offer management, onboarding, and hiring closure.

2. Stakeholder & Business Partnership

- Collaborate with hiring managers, business leaders, and group companies to understand workforce requirements and deliver effective hiring solutions.

3. Campus Hiring & Employer Branding

- Drive campus recruitment initiatives, internship programs, university relations, employer branding, and talent pipeline development.

4. Talent Management Support

- Support performance management, succession planning, employee engagement initiatives, learning and development programs, and organizational development activities.

5. HR Operations & Employee Lifecycle Management

- Manage employee onboarding, probation confirmation, employee records, internal transfers, and separation processes in compliance with company policies.

6. HR Analytics & Management Reporting

- Develop HR dashboards, recruitment analytics, workforce reports, and management presentations to support data-driven decision-making.

7. HR Digitalization & Process Improvement

- Contribute to HRMS/ATS administration, AI adoption, automation initiatives, and continuous process improvement projects.

8. Project Management & Cross-functional Coordination

- Manage multiple HR projects, priorities, and stakeholder requirements across business units within a matrix organization.

9. Kaizen & Operational Excellence

- Identify improvement opportunities, challenge existing processes, and implement practical solutions to enhance HR efficiency and business value.

10. Compliance & Governance

- Ensure adherence to recruitment SOPs, HR policies, internal controls, and organizational standards.

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Company Description