



PR/110665 | HR Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1607695

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 10:30

General Requirements

Minimum Experience Level

Over 3 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

- Manage contract workforce deployment, onboarding, attendance tracking, and contractor compliance activities.
- Ensure adherence to labour laws, including CLRA, PF, ESI, minimum wages, bonus, and other statutory requirements.
- Maintain contractor agreements, licenses, labour records, compliance documentation, and support audits.
- Coordinate contractor welfare, safety compliance, grievance handling, and liaison with contractors and relevant authorities.
- Handle recruitment and onboarding of contract employees and supervise contractor operations.
- Process contractor invoices, verify manpower billing, and maintain related MIS reports.
- Manage payroll activities including attendance reconciliation, salary processing, statutory deductions, payroll validation, and employee query resolution.

- Ensure timely submission of payroll inputs and compliance with PF, ESI, PT, LWF, TDS, and other statutory requirements.
- Coordinate employee induction, orientation, training programs, workshops, and skill development initiatives.
- Maintain training calendars, training records, competency matrices, effectiveness reports, and training MIS.
- Prepare HR, payroll, and training-related reports for management review and support internal/external audits.
- Ensure compliance with company policies, HR processes, labour regulations, and safety standards.

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Company Description