



PR/110670 | HR Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1609431

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 11:12

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

Company Profile-

Japanese multinational manufacturer of precision components, electronic devices, motors, sensors, semiconductors, and automotive products. The company is widely recognized as one of the world's leading manufacturers of miniature ball bearings and high-precision mechanical components.

Job Overview-

It is a HR Executive role majorly focused on end-to-end recruitment, training and development.

Roles and Responsibilities-

1. Manage end-to-end recruitment for technical, non-technical, and managerial positions.
2. Coordinate with department heads to understand manpower requirements and prepare recruitment plans.

3. Source candidates through job portals, LinkedIn, employee referrals, recruitment agencies, campus hiring, and social media.

4. Screen resumes and conduct initial HR interviews.

5. Schedule and coordinate interviews with hiring managers and Japanese expatriates.

6. Prepare interview feedback and recruitment status reports.

7. Maintain recruitment trackers and candidate databases.

8. Organize job fairs, walk-in drives, and campus recruitment programs.

9. Build and maintain a strong talent pipeline for future hiring requirements.

10. Execute bulk hiring activities to support the Greenfield project timeline

11. Conduct reference and background verification.

12. Prepare offer letters and negotiate salary within approved budgets.

13. Ensure a smooth candidate experience throughout the recruitment process.

Training & Development:

1. Coordinate employee induction and orientation programs.

2. Identify training needs in consultation with department heads.

3. Organize internal and external training programs.

4. Maintain training calendars, Training attendance records, and training documentation.

5. Evaluate training effectiveness and prepare training reports.

6. Support employee skill development and compliance training initiatives.

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>

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Company Description