



PR/110689 | Am / DM - HR

Job Information

Recruiter

JAC Recruitment India

Job ID

1609444

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 03:00

General Requirements

Minimum Experience Level

Over 10 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

Designaton - AM/DM HR

Location - Bawal

Key Responsibilities & Requirements

- Oversee and manage established HR operational processes, including payroll administration, contractor workforce management, attendance, and statutory compliance, ensuring smooth and efficient execution of day-to-day activities.
- Ensure full compliance with applicable labor laws, factory regulations, and statutory requirements. Demonstrate strong knowledge of labor legislation and proactively manage interactions with regulatory and government authorities, including labor departments, factory inspectors, and other compliance bodies.
- Handle employee relations matter effectively by addressing grievances, facilitating conflict resolution, promoting a positive work environment, and ensuring adherence to company policies and labor practices.
- Serve as a key liaison between employees, contractors, management, and external stakeholders, exhibiting strong

communication, stakeholder management, and relationship-building skills.

- Coordinate and support audits, inspections, and statutory reporting requirements while maintaining accurate HR and compliance records.

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Company Description