



PR/110750 | HRGA Senior Executive / AM

Job Information

Recruiter

JAC Recruitment India

Job ID

1612748

Industry

Retail

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 15th, 2026 10:22

General Requirements

Minimum Experience Level

Over 10 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

General Human Resources & Talent Acquisition

- Assisting in the implementation and administration of HR policies, procedures, and practices while ensuring compliance with company guidelines and applicable labor laws.
- Supporting manpower planning and recruitment activities, including candidate sourcing, screening, interview coordination, and hiring processes.
- Managing onboarding activities to ensure a smooth and positive experience for new joiners.
- Monitoring recruitment progress and maintaining recruitment trackers to support timely hiring.
- Preparing and analyzing HR reports and metrics related to headcount, attrition, recruitment, attendance, and other HR indicators.
- Supporting performance management processes, including KPI tracking and review cycle coordination.

- Assisting with employee engagement and communication initiatives.
- Supporting employee relations matters and responding to employee queries in coordination with the HR team.
- Maintaining employee records and HR databases with accuracy and confidentiality.
- Participating in HR projects, process improvements, and HR system-related initiatives.
- Coordinating training and development activities and maintaining related records.

Office Administration & Facility Management

- Manage facility upkeep, security, and office infrastructure
- Manage procurement of office equipment, stationery, and maintenance
- Supervise housekeeping staff and office vendors
- Manage the front office and ensure a professional, welcoming environment

Travel Management & Administration

- Coordinate end-to-end travel arrangements for domestic and international trips (flights, hotels, transport, visas)
- Manage travel itineraries, including last-minute changes for production or marketing teams
- Ensure all travel bookings align with company policies and budget restrictions
- Manage travel agency relationships and negotiate corporate rates
- Handle visa processing, invitation letters, and NOC issuance for international travel

< REQUIRED SKILLS & EXPERIENCE >

- 3-4 years HRGA experience in implementing HR policies, programs, and initiatives that align with the organization's strategic goals and objectives
- Excellent communication and interpersonal skills, with the ability to work effectively with employees at all levels of the organization, as well as with external stakeholders
- Proficient in MS Office/Excel; experience with travel booking systems and ERP software
- Excellent problem-solving and analytical skills
- Able to adapt to environmental changes and varying needs with flexibility
- Experience in retail industries such as fashion (apparel/footwear) and cosmetics is preferred.

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Company Description