

PR/110870 | General Manager - HR & Administration

Job Information

Recruiter
JAC Recruitment India

Job ID
1618491

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 10:00

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

Key Responsibilities:

Human Resources Management:

- Lead and establish the HR function for the new manufacturing facility.
- Develop, implement, and continuously improve HR policies, procedures, and best practices aligned with organizational objectives.
- Oversee end-to-end recruitment and workforce planning to support business growth.
- Manage employee onboarding, performance management, training, and development initiatives.
- Foster positive employee relations and maintain a productive work environment.

- Drive employee engagement, retention, and organizational culture initiatives.
- Ensure compliance with labor laws, statutory regulations, and company policies.

Administration Management:

- Lead all administrative operations for the facility, ensuring smooth day-to-day functioning.
- Oversee facility management, office administration, security, transportation, housekeeping, and vendor management.
- Develop and implement administrative policies and control measures.
- Manage administration budgets and optimize operational efficiency.

Compliance & Governance:

- Ensure adherence to all applicable employment laws, statutory requirements, and corporate governance standards.
- Coordinate internal and external audits related to HR and administration functions.
- Mitigate organizational risks through effective policy implementation and compliance monitoring.

Required Qualifications:

- Bachelor's degree with MBA/PGDM in HR preferred.
- 15+ years of progressive experience in HR and Administration, preferably in manufacturing organizations.
- Experience in setting up HR and administrative functions for greenfield or new facility projects is highly desirable.
- Strong knowledge of labor laws, industrial relations, and statutory compliance.
- Proven leadership and stakeholder management capabilities.

Key Competencies:

- Leadership & Team Management
- Strategic HR Planning
- Talent Acquisition & Workforce Planning
- Employee Relations & Industrial Relations
- Policy Development & Implementation
- Compliance Management
- Administrative Operations Management
- Communication & Stakeholder Management
- Problem Solving & Decision Making

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Company Description