

PR/110924 | Sr. Manager: HR & Admin

Job Information

Recruiter
JAC Recruitment India

Job ID
1621791

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:22

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company Overview: One of the leading Japanese trading company involved in various LOBs and having their Indian HQ at New Delhi.

Job Overview:

To lead HR and Administration operations across India, aligning people strategies with business objectives and regional policies while ensuring effective talent management, employee engagement, statutory compliance and operational efficiency.

Job Responsibilities:

- Drive HR strategy, manpower planning and talent acquisition across business functions.
- Manage employee engagement, performance management, compensation, benefits and employee relations.

- Ensure statutory compliance, HR governance and implementation of company policies.
- Oversee HR operations, administration, facilities and vendor management across offices.
- Coordinate with regional HR teams in Singapore and Japan on policies and people-related initiatives.
- Manage HR and Administration budgets, reporting, process improvements and team development.
- Should be able to develop and implement HR development programmes and initiatives as aligned with the Rules & Regulations of the company.

Job Requirements:

- Preferably MBA in HR hving 15+ years of experience in multinational organization, trading company or similar business.
- Strong knowledge of HR business partnering HR operations and Indian labour laws.
- Expertise in recruitment, employee engagement, compensation and benefits.
- Skills in budgeting, compliance, stakeholder management and team leadership.
- Strong analytical, problem-solving, communication and negotiation skills.
- Ability to work effectively in a multicultural multinational environment.
- Professional, ethical and discreet in handling confidential matters.
- Collaborative, proactive and solution oriented.
- Strong ownership, accountability and attention to detail.
- Culturally sensitive, adaptable and effective in stakeholder management.
- Committed to continuous improvement and business-aligned HR practices.

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.

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Company Description