

PR/110953 | HR & Recruitment Executive

Job Information

Recruiter
JAC Recruitment India

Job ID
1623972

Industry
Automobile and Parts

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:41

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 Overview:
A leading Japanese-origin manufacturer with over 100 years of industry experience, specializing in dispersion, mixing, agitation, and kneading equipment. The organization serves a wide range of industries including paints, inks, pharmaceuticals, cosmetics, food processing, batteries, and electronic materials, and is recognized for its advanced engineering capabilities, innovative technology, and commitment to quality.

Roles And Responsibilities

- Coordinate with recruitment consultants for open positions and share approved Job Descriptions (JDs).
- Maintain and update candidate trackers, including interview status, notice period, salary expectations, and feedback.
- Schedule interviews and coordinate between candidates and hiring managers.
- Collect and follow up on interview feedback from internal stakeholders.
- Support offer letter preparation and joining formalities.

- Collect candidate documents and maintain onboarding checklists.
- Coordinate employee induction and orientation activities.
- Maintain employee records, personnel files, training records, and HR documents.
- Support attendance, leave management, and appraisal documentation activities.
- Ensure accurate record keeping and maintain confidentiality of employee information.

Job Requirement:
• Qualification: Any Degree
• Experience: 2 + Year
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