



PR/109164 | Sr. Executive HR & Admin

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1541872

業種

その他（商社）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2025年05月20日 13:56

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Company Overview

One of the leading Japanese MNC into engineering and construction industry having industrial projects in PAN India location

Job Location: Bidadi

Job Overview:

Preparing Budget, Recruitment, Time Office, Salary & Wages Administration, Contact Labour Management, Statutory Compliance, Plant Administration & welfare, Employee Engagement, Documentation

Job Responsibilities:

Responsibilities Heads+A7:A41KRA (Key Result Areas)KPI (Key Performance Indicators)HR Budget To prepare timely and accurately budget, MTP or Revision of HR budget and tracking1. Timely preparation of budget & submission2. Monitoring

and tracking Budget Vs Actual3. Cost Reduction Ideas**Recruitment & Selection** 1. To recruit manpower as per annual plan and onboarding1. Sourcing candidates from various sources2. To rotate trainee and Contract manpower as per schedule and replace2. Adhering to TAT of **120** days to onboard 3. Budget Vs Actuals of headcount 4. Adhering to manpower rotation or replacement schedule 5. Ensure availability of CL manpower as per budget**Functioning of Time Office & Payroll processing**1. To monitor & ensure compliance related to daily attendance, leaves, OT, etc.1. Daily monitoring of employee attendance, Leave, OT, etc. as per policy2. To handle Payroll processing & releasing salary2. Timely review & maintain all records pertaining to time office & Payroll 3. Timely processing & releasing of salary (Having knowledge or hands on experience in Saral Pay a pack is added advantage). 4. Preparing MIS reports of Time office & Payroll processing 5. Generating various reports for statutory payment**Statutory Compliance** 1. To ensure compliance & keep all statutory record maintained as per the legal requirements.1. Maintaining & updating monthly records & registers2. To monitor no legal obligation, penalty & dispute in statutory compliance and timely updating of necessary records pertaining to various laws.2. Timely Preparation & submission of various returns 3. Timely renewal of licenses 4. Timely compliance of any query from govt. office 5. Compliance plan vs actual tracking 6. Ensuring and verifying compliances of contractor and maintaining records.**Employee Relation**

会社説明