



PR/109365 | Assistant Manager - HR & Admin: Palwal

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

1542456

業種

物流・倉庫

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27日 10:42

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 logistics industry

Job Location: Palwal

Job Overview: Looking for individual to handle HR and admin related activities in the warehouse with a strength of 120 members.

Job Responsibilities:

- Organize and maintain personnel records.
- Update internal databases (e.g., record sick or maternity leave).
- Prepare HR documents, such as employment contracts and new hire guides.
- Revise company policies to ensure they are up-to-date and compliant.
- Liaise with external partners, including insurance vendors, to ensure legal compliance.
- Create regular reports and presentations on HR metrics (e.g., turnover rates).
- Answer employees' queries about HR-related issues.
- Assist the payroll department by providing relevant employee information (e.g., leaves of absence, sick days, and

work schedules).

- Arrange travel accommodations and process expense forms.

Job Requirements:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Proven experience as an HR Admin or similar role.
- Strong organizational skills and attention to detail.
- Good communication in English and strong interpersonal skills.
- Proficiency in HR software and Microsoft Office Suite.
- Ability to handle sensitive information confidentially.
- Knowledge of labor laws and regulations.

会社説明