



PR/109360 | Sr. HR / HR Executive

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

1548668

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08月05日 02:00

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

Job Title: HR Executive

Job Location: Bidadi, Bangalore

Job Responsibilities:

- To prepare timely and accurately budget, MTP or Revision of HR budget and tracking
- To recruit manpower as per annual plan and onboarding
- To monitor & ensure compliance related to daily attendance, leaves, OT, etc.

- To ensure compliance & keep all statutory record maintained as per the legal requirements.
- To timely prepare and share MIS to management
- To enhance employee satisfaction
- Knowledge of Payroll processing
- Good knowledge of Labour Laws & provisions
- Internal & External Audits - ISO, IATF

Requirements:

- 3 - 7 Years of experience
- MSW/MBA/PMIR
- Knowledge of Japanese culture

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>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

会社説明