



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09月16日 20:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

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会社説明