



PR/109485 | 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

1548783

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 04:00

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

Experience: 3-6 years

Education: MBA

Location: Bidadi

1. Budgeting & Cost Management

- Prepare and submit budgets in a timely manner.
- Monitor and track actual expenses against the budget.
- Propose and implement cost-reduction initiatives.

2. Recruitment & Manpower Planning

- Source candidates through multiple channels.

- Ensure onboarding is completed within a 120-day turnaround time (TAT).
- Track headcount against budgeted numbers.
- Follow manpower rotation and replacement schedules.
- Ensure availability of contract labour as per budget requirements.

3. Time Office & Payroll Management

- Monitor daily employee attendance, leave, and overtime in line with company policy.
- Review and maintain all time office and payroll records regularly.
- Process and release salaries on time.
- Prepare MIS reports related to time office and payroll (experience with Saral PayPack is a plus).
- Generate reports for statutory payments.

4. Statutory Compliance

- Maintain and update monthly records and statutory registers.
- Prepare and submit statutory returns on time.
- Renew licenses as per schedule.
- Respond promptly to government queries.
- Track compliance plans versus actuals.
- Verify contractor compliance and maintain related documentation.

5. Employee Relations & Welfare

- Ensure timely distribution of annual employee benefits.
- Address and resolve employee grievances effectively.
- Provide insights and recommendations to HODs and management.

6. Reporting & Analysis

- Analyze and prepare various MIS reports.
- Track pending issues and follow up on closure status.
- Escalate critical matters to management when necessary.
- Submit plan versus actual reports.

7. Employee Engagement

- Plan and execute annual employee engagement activities.
- Benchmark engagement practices from other industries.
- Organize events from planning to execution.

8. Insurance & Documentation

- Facilitate Medclaim/Insurance processes including additions, deletions, and claims.
- Benchmark insurance practices across industries.
- Serve as auditee for internal and external audits; maintain documentation as per system requirements.
- Prepare manuals and flowcharts.
- Maintain HR and Admin records and documentation.

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