



## PR/109491 | HR & Admin Officer

### 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

1551989

#### 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08月12日 06:00

### 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 Description:

**Job Title:** HR & Admin Officer

**Job Location:** Bangalore

#### Qualification Criteria:

- Bachelor's or master's degree in HR, Business Admin, or related fields (MBA/MSW/PGDM preferred).
- 2-5 years of experience in HR & Admin roles.
- Strong knowledge of labor laws & statutory compliance.

#### Roles & Responsibilities:

- Assist in the recruitment and selection process (job postings, screening resumes, scheduling interviews).
- Maintain and update employee records, attendance, leave, and payroll inputs.

- Coordinate employee onboarding, induction, and exit formalities.
- Supervise general office operations (stationery, housekeeping, vendor management).
- Support in organizing events, meetings, and employee welfare activities.

**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