



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07月15日 10:29

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.

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会社説明