



PR/109553 | Manager- HR

#### 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

1553852

#### 業種

その他（メーカー）

#### 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 10:25

#### 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** We are seeking a dynamic and experienced HR Manager to lead and oversee our human resources operations. The ideal candidate will be responsible for managing HR processes, ensuring legal compliance, and fostering a positive and productive work environment. This role requires strong leadership, excellent communication skills, and a deep understanding of HR best practices.

#### Key Responsibilities

- Lead and supervise daily HR operations to ensure efficiency and compliance with applicable regulations
- Develop, implement, and continuously improve HR processes and procedures
- Oversee HR administrative functions including payroll, documentation, record-keeping, and HRMS management
- Streamline administrative workflows to enhance accuracy and reduce turnaround time
- Stay updated with labor laws and ensure company policies align with legal requirements
- Create, update, and communicate HR policies in line with industry standards and legal obligations
- Collaborate with the recruitment team to support effective talent acquisition strategies
- Design and execute onboarding programs for smooth integration of new hires
- Provide guidance on employee relations and resolve workplace issues fairly and consistently

- Support employee career development through training and growth initiatives
- Identify training needs and deliver programs that enhance employee skills and performance
- Address employee concerns, mediate conflicts, and promote a healthy work culture

#### Qualifications and Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree or HR certification such as SHRM or HRCI preferred)
- Proven experience as an HR Manager or in a senior HR role
- Strong knowledge of HR laws, regulations, and best practices
- Excellent interpersonal, communication, and leadership skills
- Ability to handle confidential information with discretion and professionalism
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

**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