



PR/109843 | Executive- 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

1566426

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11月25日 10:20

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

Roles and responsibilities:

HR & Employee Relations

- Manage end-to-end HR operations at the factory including attendance, leave, payroll inputs, and employee records.
- Support recruitment and onboarding of factory staff and workmen.
- Handle employee grievance management and maintain healthy employee relations.
- Implement HR policies, training, and engagement activities for workers and staff.
- Coordinate with production/line managers for manpower planning and deployment.

Training & Development

- Identify training needs across departments and skill gaps among workers/staff.
- Prepare annual training calendars and conduct training programs (technical, safety, soft skills, compliance).
- Maintain training records, evaluate training effectiveness, and ensure compliance with statutory training requirements.
- Drive initiatives to upskill employees and improve productivity.

Legal & Compliance

- Ensure statutory compliance under Factories Act, Labour Laws, ESI, PF, Minimum Wages, Bonus, Gratuity, etc.
- Prepare and maintain all statutory registers, forms, and factory compliance records (as per Govt. requirements).
- Ensure timely filing of statutory returns and submission of government statutory forms (PF, ESI, Professional Tax, Labour Welfare, etc.).
- Liaise with government officials, labour inspectors, and external agencies as required.
- Monitor and implement health, safety, and welfare provisions for workers.
- Draft and review HR-related legal documents, contracts, and compliance reports.
- Support internal/external audits related to HR, legal, statutory compliance, and safety.

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会社説明