



PR/109866 | AM - 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

1567477

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

2026年02月10日 06:00

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

無し

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

Designation - Assistant Manager HR

Location - Gurugram

- Key Responsibilities:
 1. HR Operations & Manpower Management
 - Manage recruitment, selection, and onboarding for workmen, trainees, and staff.
 - Maintain attendance, shift rosters, leave records, and overtime registers.
 - Support contract labor management, including documentation and contractor compliance.
 - Conduct periodic manpower audits and control absenteeism.
 2. Employee Welfare & Engagement

- Implement welfare programs, health check-ups, and manage canteen and transport facilities.
- Organize employee engagement events, motivation programs, and suggestion schemes.
- Facilitate communication between management and employees to promote a positive work culture.
- Conduct employee satisfaction surveys and prepare action plans.

• 3. Training & Development

- Coordinate induction and safety training for new joiners.
- Plan skill enhancement and behavioral training in collaboration with the HRD department.
- Promote Kaizen, 5S, and continuous improvement culture.
- Maintain training records and evaluate training effectiveness.

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会社説明