



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
    - Ensure adequate manpower planning and availability across all shifts.
    - 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