



PR/110153 | HR AM / Manager

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

1582546

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03月17日 10:40

応募必要条件

職務経験

10年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

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

Human Resources

- Lead end-to-end recruitment and onboarding, including job postings, interviews, offer management, and induction.
- Manage the employee lifecycle: records, transfers, promotions, exits, documentation, and HRMS updates.
- Oversee performance management (KRAs/OKRs), support managers during reviews, and address performance concerns.
- Drive learning & development initiatives, identify training needs, and coordinate training programs.
- Plan and execute employee engagement, welfare activities, retention initiatives, and engagement surveys.
- Ensure HR policy compliance, update SOPs/manuals, and manage statutory adherence (PF, ESI, Bonus, Gratuity, Shops & Establishment, Maternity Act, etc.).
- Administer payroll, attendance, leave management, reimbursements, salary structures, and statutory deductions.

Administration & Operations

- Supervise office operations, housekeeping, utilities, security, vendor management, and office supplies.
- Oversee facility and asset management, including allocation, maintenance, and coordination with IT/service providers.
- Handle travel & logistics, bookings, itineraries, and reimbursement compliance.
- Ensure health, safety, and security compliance, safety drills, wellness programs, and insurance processes.
- Manage statutory documentation, licenses, fire safety, labor registrations, and support internal/external audits.

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会社説明