



PR/110407 | HR & Admin - 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

1599511

業種

その他（メーカー）

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年06月26日 11:25

## 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

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 - HR Manager

Location - Ahmedabad

HR Operations Management

- Manage daily HR operations to ensure efficiency and compliance with company policies.
- Oversee employee lifecycle processes including onboarding, attendance, leave management, and exit formalities.
- Maintain accurate employee records and HR documentation.

2. Payroll Management

- Ensure accurate and timely processing of payroll in coordination with finance.
- Monitor salary structures, statutory deductions, and reimbursements.
- Address payroll-related queries and discrepancies.

3. Labour Law Compliance

- Ensure compliance with applicable labour laws, regulations, and statutory requirements (e.g., PF, ESI, Factory Act, Shops & Establishment Act).
- Coordinate audits and inspections, ensuring all documentation is up to date.
- Liaise with external agencies and government authorities where required.

4. Safety, Health & Environment (SHE)

- Ensure adherence to workplace safety standards and health regulations within the manufacturing facility.
- Support implementation of safety programs, training, and audits.
- Promote a culture of safety and well-being across the organization.

5. Employee Relations & Issue Resolution

- Act as the first point of contact for employee grievances and concerns.
- Investigate and resolve workplace issues in a fair and timely manner.
- Foster a positive work environment and maintain harmonious industrial relations.

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会社説明