



PR/110441 | Sr.Executive-AM-HR / Admin

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

1599534

業種

その他(メーカー)

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07月10日 20:00

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- Sr. Executive/ AM-HR Admin

Location- New Delhi

Key Responsibilities-

- Employees orientation policies.
- To take care of recruitment/ talent acquisition.
- To complete joining formalities of new employees.
- Issuance of offer letter/Appointment Letter.
- Preparation of monthly salary advice i.e. Salary/ OT/ incidental/ comp. off payable/ LWP etc.

- Employees' attendance & leave records.
- Record keeping & maintaining employees reimbursement/incentive sheet.
- Coordination with all centers for day-to-day activities.
- Assisting in preparation of monthly HR Report.
- Enrollment of employees under PF & ESI Scheme.
- Preparation of Transfer Letter, Absenteeism Letter, Warning Letter and Show Cause Notice etc.
- Coordination with insurance companies for the addition/deletion of employees on monthly. basis and employees' health/accidental insurance claim reimbursements.
- Record keeping of state wise minimum wage revision.
- Full & final settlement of employees.
- Assisting in preparation of employee's personal file.
- Assisting in HR Audit.
- Coordinating in administration work.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

会社説明