



PR/110617 | DM HR & Compliance

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

1605557

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09月01日 12:00

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

ビジネス会話レベル

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

Key Responsibilities

1. Labour Law Compliance & Statutory Management

- Ensure compliance with all applicable labour laws, including:
 - Minimum Wages Act
 - EPF & ESI Regulations
 - Payment of Bonus Act
 - Payment of Gratuity Act
 - Contract Labour Act

- Factories Act / Shops & Establishments Act
- Other relevant statutory regulations

- Maintain statutory registers, notices, licenses, records, and compliance documentation.
- Ensure timely filing of statutory returns and payment of statutory dues.
- Monitor changes in labour legislation and implement necessary updates in company policies and processes.
- Coordinate with government authorities during inspections, audits, and compliance reviews.

2. Minimum Wages & Payroll Compliance

- Ensure payment of wages in accordance with applicable minimum wage notifications.
- Review payroll inputs, including attendance, overtime, leave records, deductions, incentives, and statutory contributions.
- Ensure timely and accurate processing of payroll compliance activities.
- Conduct periodic wage and payroll audits to identify gaps and implement corrective actions.
- Monitor compliance of contractors regarding wage payments and statutory benefits.

3. Employee Relations & Grievance Management

- Establish and administer employee grievance handling mechanisms.
- Address employee concerns relating to compensation, benefits, workplace policies, and working conditions.
- Conduct investigations and facilitate timely resolution of employee grievances.
- Maintain grievance records, action plans, and closure reports.
- Foster positive industrial relations and support a productive work environment.

4. Recruitment & HR Operations

- Support manpower planning and workforce requirements.
- Manage recruitment, selection, onboarding, and induction activities.
- Ensure completion of employee documentation, background verification, and joining formalities.
- Maintain employee records and HR databases.
- Support implementation and continuous improvement of HR policies and procedures.

5. HR Audit & Compliance Monitoring

- Conduct periodic HR and compliance audits.
- Ensure readiness for statutory, customer, and internal audits.
- Track audit observations and drive timely closure of corrective actions.
- Prepare compliance dashboards, reports, and audit summaries for management review.
- Ensure adherence to internal HR policies and compliance standards.

6. Contractor Labour Management

- Monitor contractor compliance relating to:
 - Labour deployment
 - Attendance management
 - Wage payments
 - EPF & ESI contributions

- Statutory documentation
- Verify contractor licenses, registrations, and compliance records.
- Ensure contractor adherence to company policies, safety standards, and legal requirements.
- Coordinate with contractors to address compliance gaps and implement corrective actions.

7. Team Leadership & HR Support

- Lead and mentor HR executives and support staff.
- Allocate responsibilities, monitor performance, and guide team members in daily operations.
- Conduct training on HR processes, labour law compliance, and documentation requirements.
- Promote a culture of accountability, collaboration, and continuous improvement.

8. HR Analytics & Reporting

- Prepare and maintain HR MIS reports covering:
 - Manpower statistics
 - Attendance and absenteeism
 - Payroll compliance
 - Employee grievances
 - Statutory compliance status
 - Employee data management
- Analyze HR metrics and trends to support strategic decision-making.
- Ensure accurate documentation and reporting for management reviews and audits.

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会社説明