



PR/110632 | 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

1607114

業種

その他

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08日 12:00

応募必要条件

職務経験

3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

HR OPERATIONS & COMPLIANCE

- > Handle PF, ESI, and other statutory compliance activities.
- > Ensure compliance with applicable labour laws and employment regulations.
- > Coordinate with consultants and government authorities for statutory matters.

PAYROLL MANAGEMENT

- > Support and manage payroll processing activities.
- > Ensure accurate salary calculations, deductions, reimbursements, and employee benefits administration.
- > Handle employee queries related to payroll and statutory deductions.

Required Competencies

Functional Competencies

- > Strong knowledge of Indian Labor Laws.
- > Hands-on experience in PF, ESI, Payroll Processing, and Statutory Compliance.
- > Understanding of Organizational Development and Succession Planning.
- > Experience in HR Operations and Employee Lifecycle Management.
- > Good knowledge of HR policies and process standardization.

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会社説明