



PR/110644 | Jr. Officer 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

1607123

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08月25日 05:00

## 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

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

Key Result Areas (KRAs)

### 1. Talent Acquisition & Recruitment Management

- Manage end-to-end recruitment activities including sourcing, screening, interview coordination, offer management, onboarding, and hiring closure.

### 2. Stakeholder & Business Partnership

- Collaborate with hiring managers, business leaders, and group companies to understand workforce requirements and deliver effective hiring solutions.

### 3. Campus Hiring & Employer Branding

- Drive campus recruitment initiatives, internship programs, university relations, employer branding, and talent pipeline development.

### 4. Talent Management Support

- Support performance management, succession planning, employee engagement initiatives, learning and development programs, and organizational development activities.

#### **5. HR Operations & Employee Lifecycle Management**

- Manage employee onboarding, probation confirmation, employee records, internal transfers, and separation processes in compliance with company policies.

#### **6. HR Analytics & Management Reporting**

- Develop HR dashboards, recruitment analytics, workforce reports, and management presentations to support data-driven decision-making.

#### **7. HR Digitalization & Process Improvement**

- Contribute to HRMS/ATS administration, AI adoption, automation initiatives, and continuous process improvement projects.

#### **8. Project Management & Cross-functional Coordination**

- Manage multiple HR projects, priorities, and stakeholder requirements across business units within a matrix organization.

#### **9. Kaizen & Operational Excellence**

- Identify improvement opportunities, challenge existing processes, and implement practical solutions to enhance HR efficiency and business value.

#### **10. Compliance & Governance**

- Ensure adherence to recruitment SOPs, HR policies, internal controls, and organizational standards.

**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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会社説明