



PR/110670 | HR Executive

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

1609431

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 11:12

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

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

Company Profile-

Japanese multinational manufacturer of precision components, electronic devices, motors, sensors, semiconductors, and automotive products. The company is widely recognized as one of the world's leading manufacturers of miniature ball bearings and high-precision mechanical components.

Job Overview-

It is a HR Executive role majorly focused on end-to-end recruitment, training and development.

Roles and Responsibilities-

1. Manage end-to-end recruitment for technical, non-technical, and managerial positions.
2. Coordinate with department heads to understand manpower requirements and prepare recruitment plans.

3. Source candidates through job portals, LinkedIn, employee referrals, recruitment agencies, campus hiring, and social media.

4. Screen resumes and conduct initial HR interviews.

5. Schedule and coordinate interviews with hiring managers and Japanese expatriates.

6. Prepare interview feedback and recruitment status reports.

7. Maintain recruitment trackers and candidate databases.

8. Organize job fairs, walk-in drives, and campus recruitment programs.

9. Build and maintain a strong talent pipeline for future hiring requirements.

10. Execute bulk hiring activities to support the Greenfield project timeline

11. Conduct reference and background verification.

12. Prepare offer letters and negotiate salary within approved budgets.

13. Ensure a smooth candidate experience throughout the recruitment process.

Training & Development:

1. Coordinate employee induction and orientation programs.

2. Identify training needs in consultation with department heads.

3. Organize internal and external training programs.

4. Maintain training calendars, Training attendance records, and training documentation.

5. Evaluate training effectiveness and prepare training reports.

6. Support employee skill development and compliance training initiatives.

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