



PR/110750 | HRGA Senior Executive / AM

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

1612748

業種

小売

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15日 10:22

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

General Human Resources & Talent Acquisition

- Assisting in the implementation and administration of HR policies, procedures, and practices while ensuring compliance with company guidelines and applicable labor laws.
- Supporting manpower planning and recruitment activities, including candidate sourcing, screening, interview coordination, and hiring processes.
- Managing onboarding activities to ensure a smooth and positive experience for new joiners.
- Monitoring recruitment progress and maintaining recruitment trackers to support timely hiring.
- Preparing and analyzing HR reports and metrics related to headcount, attrition, recruitment, attendance, and other HR indicators.
- Supporting performance management processes, including KPI tracking and review cycle coordination.

- Assisting with employee engagement and communication initiatives.
- Supporting employee relations matters and responding to employee queries in coordination with the HR team.
- Maintaining employee records and HR databases with accuracy and confidentiality.
- Participating in HR projects, process improvements, and HR system-related initiatives.
- Coordinating training and development activities and maintaining related records.

Office Administration & Facility Management

- Manage facility upkeep, security, and office infrastructure
- Manage procurement of office equipment, stationery, and maintenance
- Supervise housekeeping staff and office vendors
- Manage the front office and ensure a professional, welcoming environment

Travel Management & Administration

- Coordinate end-to-end travel arrangements for domestic and international trips (flights, hotels, transport, visas)
- Manage travel itineraries, including last-minute changes for production or marketing teams
- Ensure all travel bookings align with company policies and budget restrictions
- Manage travel agency relationships and negotiate corporate rates
- Handle visa processing, invitation letters, and NOC issuance for international travel

< REQUIRED SKILLS & EXPERIENCE >

- 3-4 years HRGA experience in implementing HR policies, programs, and initiatives that align with the organization's strategic goals and objectives
- Excellent communication and interpersonal skills, with the ability to work effectively with employees at all levels of the organization, as well as with external stakeholders
- Proficient in MS Office/Excel; experience with travel booking systems and ERP software
- Excellent problem-solving and analytical skills
- Able to adapt to environmental changes and varying needs with flexibility
- Experience in retail industries such as fashion (apparel/footwear) and cosmetics is preferred.

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