

PR/110953 | HR & Recruitment 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
1623972

業種
自動車・自動車部品

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11月24日 10:41

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 Overview:
A leading Japanese-origin manufacturer with over 100 years of industry experience, specializing in dispersion, mixing, agitation, and kneading equipment. The organization serves a wide range of industries including paints, inks, pharmaceuticals, cosmetics, food processing, batteries, and electronic materials, and is recognized for its advanced engineering capabilities, innovative technology, and commitment to quality.

Roles And Responsibilities

- Coordinate with recruitment consultants for open positions and share approved Job Descriptions (JDs).
- Maintain and update candidate trackers, including interview status, notice period, salary expectations, and feedback.
- Schedule interviews and coordinate between candidates and hiring managers.
- Collect and follow up on interview feedback from internal stakeholders.
- Support offer letter preparation and joining formalities.

- Collect candidate documents and maintain onboarding checklists.
- Coordinate employee induction and orientation activities.
- Maintain employee records, personnel files, training records, and HR documents.
- Support attendance, leave management, and appraisal documentation activities.
- Ensure accurate record keeping and maintain confidentiality of employee information.

Job Requirement:
• Qualification: Any Degree
• Experience: 2 + Year
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.

Privacy Policy Link: https://www.jac-recruitment.in/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.in/terms-of-use

会社説明