



PR/108829 | Sr. Associate HR - Gujarat

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1504908

### Industry

Other (Manufacturing)

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

November 19th, 2024 11:13

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Business Level

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

No permission to work in Japan required

## Job Description

**Designation** - Sr. Associate HR

### **Details of the Role:**

- Oversee the end-to-end recruitment process, including job postings, candidate screening, interviewing, and onboarding.
- Maintain the Hiring Tracker by accurately recording candidate information, tracking application statuses, and updating progress throughout the recruitment process.
- Coordinate and deliver training and development programs to enhance employee skills and career growth.
- Maintain and update employee records in HR systems, ensuring data accuracy and confidentiality.
- Stay updated on industry trends and best practices in HR management.
- Ability to assess training effectiveness and gather feedback for continuous improvement.
- Skills in designing and developing training programs that meet business objectives
- Monitor employee engagement and implement initiatives to improve morale and retention.
- Handle employee relations issues and mediate conflicts, as necessary.
- Collaborate with team members to address administrative needs and implement improvements in processes.
- Tracking attendance, managing leave requests, and maintaining records.

### **KEY COPETENCIES NEEDED:**

- Proven experience in HR management or a related field (typically 5+ years)

- Proficiency in HR software and Microsoft Office.
- Good communication and interpersonal skills.
- Ability to handle sensitive information with confidentiality and professionalism.

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## Company Description