



## PR/108122 | Deputy General Manager: HR, Admin & Accounts

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1509200

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 15:35

### 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

The DGM - HR, Admin & Accounts will be the responsible for managing the members of the Human Resources Department at each location.

- Preferable experience from automotive manufacturing or logistics organization
- Handled contractual employees across different locations with at least 200+ contractual employees
- Should be capable of managing accounts team
- Manage contracts sent by the operations team.
  
- Provide content confirmation to the operations team regarding contract signing.
  
- Facilitate communication between the field and back office.
  
- Resolving human resource issues at each location.
  
- Management of members of the Human Resources Department.
  
- General human resources operations.

- Revisions and proposals for personnel systems.
- Follow up with each location and attend family parties at each location several times a year.
- Experienced in managing 15 or more subordinates with multi location handling capabilities. At least 15+ years of experience in human resources and general administration & legal as per Indian States & Central Act.
- Should be capable of handling IR and other issues at customer end.
- Must have experience in understanding of relevant laws and rules viz. ESI, EPF, Gratuity, Labour Contract Act, Bonus, LEF, professional tax etc.

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Company Description