



PR/108683 | HR DM/Manager

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1509281

Industry

Medical Device

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:36

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 - Deputy Manager/Manager

Location - Bawal

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As HR:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Manage the recruitment and selection process (hiring of contractual staff) .
- Management of factory workers' attendance.
- Assess training needs to apply and monitor training programs
- Oversee and manage a performance appraisal system that drives high performance.
- Ensure legal compliance throughout human resource management PF, Minimum Wages, Employment Exchange.
- ETP regulation and water discharge/recycling parameters.
- Applicable compliances under Central/State/Local Pollution board and Fire scheme/policy of government.
- Green building related compliance.

As General Affairs:

- Manage office and factory supplies, ensuring all departments have the necessary resources to operate efficiently.
- Oversee the maintenance and upkeep of the facility, including managing relationships with contractors and service providers.

- Ensure compliance with health and safety regulations.
 - Handle the preparation and coordination of internal events and meetings.
 - Manage budgets and forecasts pertaining to the factory's administration needs.
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Company Description