CareerCross by JAC Recruitment

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India

PR/108888 | Shift- HR

Job Information

Recruiter
JAC Recruitment India

Job ID
1509399

Industry
Automobile and Parts

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
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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

Shift- HR
Qualification – MSW
Exp- 2-5 Yrs
Job Location – Neemrana
Shifts- Rotational (A,B,C)

Job Responsibilities:
 Contract Labour Handling :
• Effectively manage Contractual/ Casual/ Fixed Term workmen in line with the Labor Laws and as per the organizational requirements.
• Contract Labour hiring with the support of different Contractors.
• Undertaking National Apprentice Program Scheme
• Checking & Monitoring the Contract Labour bills & also checking the compliances related to PF & ESIC.
• Ensuring the safety & dress code norms of contract workers
• Maintaining Wage Register of Contract Employees
• Checking the License of contractors in adherence to all necessary compliances.
 Employee engagement activities :
Arranging the social activity like trips, birthday celebration, Medical Check-up.

• Arranging Kaizen awards to staff& contract people.
• Awarding attendance bonus (Smart Card-coupons) to contract labours.
• Conducting monthly welfare activity
Payroll & Time Office Management :
• For salary and wages of the Contract workers, supervision on the inputs provided for processing the pay roll, ensuring necessary Statutory deductions, employees grievances as regards to salary.
• Responsible for checking late comings, Outdoor Gate & Visitors Passes, Short leaves, Leave availing -CL/SL/PL Compensatory Off.
• Responsible to allotting shifts, checking their timings (in/out) timings for casuals.

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Company Description