



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

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1513625

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 13:08

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