



PR/108392 | HR Executive - Bidadi

## Job Information

**Recruiter**
[JAC Recruitment India](#)
**Job ID**

1513634

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 13:09

## 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

**Job Role:**

Role Name-Executive HR &amp; Admin

Role Description

Preparing Budget, Recruitment, Training, Time Office, Salary & Wages Administration, Contact Labour Management, Statutory Compliance, Plant Administration & welfare, Employee Engagement, Documentation

Responsibilities Heads KRA (Key Result Areas) KPI (Key Performance Indicators)

HR & Admin Budget To prepare timely and accurately budget, MTP or Revision of HR & Admin budget and tracking

Timely preparation of budget & submission

Monitoring and tracking Budget Vs Actual

Cost Reduction Ideas

Recruitment & Selection-

To recruit manpower as per annual plan and onboarding.

Sourcing candidates from various sources

To rotate trainee and CL manpower as per schedule and replace Adhering to TAT of 120 days to onboard

Budget Vs Actuals of headcount

Adhering to manpower rotation or replacement schedule

Ensure availability of CL manpower as per budget

Functioning of Time Office & Payroll processing

To monitor & ensure compliance related to daily attendance, leaves, OT, etc.  
Daily monitoring of employee attendance, Leave, OT, etc. as per policy  
To handle Payroll processing & releasing salary  
Timely review & maintain all records pertaining to time office & Payroll  
Timely processing & releasing of salary  
Preparing MIS reports of Time office & Payroll  
Generating various reports for statutory payment  
Statutory Compliance  
To ensure compliance & keep all statutory record maintained as per the legal requirements.  
Maintaining & updating monthly records & registers  
To monitor no legal obligation, penalty & dispute in statutory compliance and timely updating of necessary records pertaining to various laws.  
Timely Preparation & submission of various returns  
Timely renewal of licenses  
Timely compliance of any query from govt. office  
Compliance plan vs actual tracking  
Ensuring and verifying compliances of contractor and maintaining records

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## Company Description