



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

April 1st, 2025 02:00

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 & 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

Company Description