



PR/108732 | Senior Manager-HR

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1513715

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

March 4th, 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

Position: Sr Manager- HR
Location: Gurgaon
Age: 40-50 years
Experience: Min 10 years
Reporting to Japanese MD/Vice President
Responsibilities:
Human Resource:

- More than 10 years' experience in a manufacturer or in a factory.
 - Experience working above 100+ employees.
- Responsible for the necessary rules and regulations for growing the company, management strategies, and processes necessary for organizational expansion.

1. Experienced in human resources, labor and management.
2. Experience in planning and implementing organizational strategies with other departments.
3. Having knowledge of making contracts is must.
4. Work experience at a company where has some factories or branches in different states in India.

5. Develops implements, manages, and administers policies and programs related to employee initiatives, employee relations, wage and salary administration, training, orientation, safety, health, and benefits effectively by governmental regulations.
6. Manages the employment process of hourly and salary employees including recruitment, selection, offers of employment, relocation new hire orientation.
7. Payroll Management
8. Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
9. Oversee and manage a performance appraisal system that drives high performance.

Administration: -

1. Responsible for the overall day-to-day operations and administration.
2. Planning, organizing, and monitoring the day-to-day operations of the canteen, including daily record-keeping, opening and closing of the canteen, and ensuring all workers sign in and out.
3. To ensure the maintenance of the cleaning standard as per SOP.
4. To ensure that a high standard of personnel hygiene always has to be maintained.
5. To ensure that stock records for equipment, toiletries, and consumables are updated on regular basis.
6. To verify and audit the equipment for their smooth housekeeping activity.
7. To Schedule transportation services, planning of routes, and assign drivers where necessary.
8. Liaise between stakeholders and collaborate with other departments to optimize transportation services.

Company Description