



PR/108785 | Junior Officer- HR

Job Information

Recruiter

JAC Recruitment India

Job ID

1513745

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 22:00

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

Roles & responsibilities:

1. Recruitment: - Coordination with recruitment agency and candidates (Contractual)
2. Handling Induction & Orientation along with Training & Development
3. Conduct employees satisfaction survey and make report for management analysis
4. Maintain Attendance of all employees, Data Entry etc and Make Sure error Free entry in PF/ESIC/LWF
5. Suggestion Scheme: - Coordination with concern dept. and plan for rewards distribution.
6. Maintaining Employees Personal Files of new employees.
7. 5S Training: - Imparting training on 5S and implements in concern area.

Experience required is 1+ Years in field of HR and Location will be Badli Jhajjar.

Company Description