



PR/108834 | Executive- HR Development Center

Job Information

Recruiter

JAC Recruitment India

Job ID

1513770

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 00:00

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

We are looking for a seasoned professional to join a Japanese MNC and take their career to the next level!!

Role: Executive HR Development Center

Dept./Project: Human Resource Development Centre (HDC)

Job Location: HO, Saket, New Delhi

Job Details

1. Proficient in handling Zoom, MS Teams, Online Meetings, and LMS.
2. Employee Data Management in Excel.
3. Knowledge of Excel formulae.
4. Good hold on PowerPoint.
5. Coordination with hotels for venue and other bookings.

6. Open to travel and late sittings (as and when required).
7. Good file/data management skills.
8. Good at phone/mail communication and coordination.
9. Knowledge of ISO (optional).
10. Good in spoken and written English.
11. Pleasing, presentable personality.
12. Preferably residing in Delhi-NCR.
13. Own two-wheeler/four-wheeler (preferably).

Desired Candidate

1. **Qualification:**

- Bachelor in any stream (e.g., Arts/Commerce).
- Additional certifications in Learning & Development, LMS, Trainings.

2. **Work Experience:**

- 2-4 years of experience preferably from a "Learning and Development" profile/background. Similar profiles in HR/Admin roles can be explored too.

3. **Skills:**

- Good personality, knowledge of corporate culture, good communication skills, English proficiency.

Company Description