



PR/108888 | Shift- HR

## Job Information

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

1513809

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 13:14

## 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

**Shift- HR**

Qualification – MSW

Exp- 2-5 Yrs

Job Location – Neemrana

Shifts- Rotational ( A,B,C)

**Job Responsibilities:**
**Contract Labour Handling :**

- Effectively manage Contractual/ Casual/ Fixed Term workmen in line with the Labor Laws and as per the organizational requirements.
- Contract Labour hiring with the support of different Contractors.
- Undertaking National Apprentice Program Scheme
- Checking & Monitoring the Contract Labour bills & also checking the compliances related to PF & ESIC.
- Ensuring the safety & dress code norms of contract workers
- Maintaining Wage Register of Contract Employees
- Checking the License of contractors in adherence to all necessary compliances.

**Employee engagement activities :**

Arranging the social activity like trips, birthday celebration, Medical Check-up.

- Arranging Kaizen awards to staff& contract people.
- Awarding attendance bonus (Smart Card-coupons) to contract labours.
- Conducting monthly welfare activity

**Payroll & Time Office Management :**

- For salary and wages of the Contract workers, supervision on the inputs provided for processing the pay roll, ensuring necessary Statutory deductions, employees grievances as regards to salary.
- Responsible for checking late comings, Outdoor Gate & Visitors Passes, Short leaves, Leave availing -CL/SL/PL Compensatory Off.
- Responsible to allotting shifts, checking their timings (in/out) timings for casuals.

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Company Description