



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

January 21st, 2025 23:00

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

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