



PR/108907 | HR Specialist Bangalore

Job Information

Recruiter

JAC Recruitment India

Job ID

1513823

Industry

Electric Power, Gas, Water

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

Job Summary: We are seeking a skilled HR Executive to oversee all aspects of Human Resources practices and processes. The ideal candidate will have extensive experience in HR management, excellent communication skills, and a thorough understanding of labour legislation. This role involves strategic decision-making to hire, develop, and retain qualified employees.

Key Responsibilities:

Recruitment: Manage the full-cycle recruitment process, including resume screening, interviewing, Salary negotiation and onboarding.

Employee Lifecycle Management: Oversee the entire employee lifecycle from onboarding to offboarding, ensuring a seamless experience for employees at all stages of their career with the company.

Keka HR Systems: Utilize HR Management Systems to streamline HR processes and bring continuous improvement for effective uses and reporting.

Employee Relations: Address employee grievances, manage conflict resolution, and foster a positive working environment.

Compliance: Ensure legal compliance by monitoring and implementing applicable HR regulation for Central and state requirements.

HR Policies: Develop and update HR policies, ensuring compliance with labor laws and company standards.

Training and Development: Assess training needs, coordinate learning and development initiatives, and monitor their effectiveness.

Compensation and Benefits: Manage compensation and benefits packages, ensuring they are competitive and aligned with industry standards.

Company Description