



## 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**

March 5th, 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

**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.

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Company Description