



## PR/108999 | HR Admin Executive

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1518307

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

March 25th, 2025 15:00

### 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

**Position-**HR Admin Executive

**Location-** Gurgaon

**Key Responsibilities:**

- Exposure of Payroll process and Govt. compliance is must.
- Manage recruitment, onboarding, and employee engagement activities.
- HR Operations and attendance management.
- Admin. related invoice's settlement

**What We're Looking for:**

- Strong interpersonal and communication skills.
- Ability to work collaboratively in a dynamic environment.

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Company Description