



PR/109047 | Jr. Executive- HR &amp; Admin

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1521432

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

February 11th, 2025 10:22

## 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

Experience- 3-5 years

Age- 23-27 years

Qualification- MBA- HR (Full Time)

**Job Responsibilities:**

- Time Office Management: -

Manage attendance for both on-roll &amp; contractual employees, ensuring accuracy in records.

Oversee leave management systems in compliance with company policies.

- Payroll & Benefits: -

Prepare salary, overtime, and bonus calculations as per statutory and legal requirements.

File monthly PF, ESIC and LWF challans accurately and within deadlines.

- Statutory Compliance: -

Ensure timely filing &amp; submission of statutory, legal &amp; EHS related return.

Stay updated with labour laws &amp; ensure the company remains compliant.

- Employee Welfare: -

Distribute uniforms &amp; PPE to all employees.

Manage transportation facilities to ensure smooth transit for employee.

Coordinate expat management, including their FRRO & VISA, Residence, logistics and administrative needs.

- General Administration: -

Facility Management.

Oversee the distribution & inventory of stationery.

Manage housekeeping, gardening, and security services to maintain the workplace environment.

- Coordination: -

Liaise with vendor for the procurement of office supplies & services.

Ensure cost- effectiveness & quality in vendor services.

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Company Description