



PR/109095 | Deputy General Manager-HR

Job Information

Recruiter

JAC Recruitment India

Job ID

1522340

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 18th, 2025 12:42

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: Deputy General Manager-HR

Company Overview: Japanese construction company

Location: Delhi

Job Details:

Policy Development: Develop, update, and implement HR policies to meet business needs and ensure compliance, while effectively communicating them across the organization

Risk and Compliance Management:

Proactively address workplace incidents and safeguard the company from potential legal risks. Ensure compliance with statutory regulations, workplace safety standards, and POSH (Prevention of Sexual Harassment) guidelines, as well as other anti-harassment policies.

Talent Acquisition and Workforce Management:

Develop and execute strategies for talent acquisition, onboarding, and workforce planning. Manage internal transfers to optimize workforce allocation. Manage the recruitment process for both campus and experienced hires to fulfill manpower requirements in a timely and

efficient
manner.

Compensation, Benefits, and Process Optimization:

Streamline HR processes to improve efficiency and ensure accurate record-keeping.

Oversee payroll, salary disbursements, and annual bonuses.

Manage employee benefits, including Provident Fund (PF) activities, paid leave, and other related benefits.

Oversee annual salary reviews, aligning adjustments with performance, market trends, and budgets to ensure fairness and competitiveness.

Employee Engagement and Support:

Foster a culture of diversity and inclusion, ensuring equal opportunities for all candidates and employees, regardless of religion, caste, or creed.

Address employee grievances and promote engagement initiatives to boost morale.

Desired Candidate (Area/ Field of Experience, Age, etc.)

Strong problem-solving skills and the ability to effectively address challenging situations.

Demonstrated ability to manage multiple tasks at once and prioritize effectively.

Experience in a Japanese company, an international company, or a construction company is an advantage.

Qualification:

Bachelor's or master's degree in human resources, Business Administration, or a related field.

Sound knowledge of local labor laws and regulations.

Work Experience (in years):

Minimum 10+ years of HR experience, including leadership roles

Company Description