



PR/109103 | GM\_HR

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1523215

**Industry**

Petrochemical, Energy

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

April 22nd, 2025 19:00

## 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: GM-HR**
**Location: Delhi**
**Company overview: Japanese trading company**
**Primary Purpose:**

- Responsible for Overseeing Human resource Planning & Budgeting, and hiring, pay role management, and attendance management. Strong leadership.
- Culture Building and Employee Engagement
- HR Policies and compliance
- Manage labour issues between company and staff

**Major Accountabilities:**

Responsible for the necessary rules and regulations for growing the company, management strategies, and processes necessary for organizational expansion.

- Experienced in human resources, labor and management.
- Experience in planning and implementing organizational strategies with other departments.
- Having knowledge of making contracts is must.
- Work experience at a company where has some factories or branches in different states in India. (Not must. preferable)

- Develops implements, manages, and administers policies and programs related to employee initiatives, employee relations, wage and salary administration, training, orientation, safety, health, and benefits effectively by governmental regulations.
- Manages the employment process of hourly and salary employees including recruitment, selection, offers of employment, relocation new hire orientation.
- Payroll Management
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Oversee and manage a performance appraisal system that drives high performance.

**Educational Qualification:** Post Graduate Diploma in Management

**Experience (in years):** minimum10Years

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Company Description