



PR/108829 | Sr. Associate HR - Gujarat

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1504908

業種

その他（メーカー）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2024年11月19日 11:13

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Designation - Sr. Associate HR

Details of the Role:

- Oversee the end-to-end recruitment process, including job postings, candidate screening, interviewing, and onboarding.
- Maintain the Hiring Tracker by accurately recording candidate information, tracking application statuses, and updating progress throughout the recruitment process.
- Coordinate and deliver training and development programs to enhance employee skills and career growth.
- Maintain and update employee records in HR systems, ensuring data accuracy and confidentiality.
- Stay updated on industry trends and best practices in HR management.
- Ability to assess training effectiveness and gather feedback for continuous improvement.
- Skills in designing and developing training programs that meet business objectives
- Monitor employee engagement and implement initiatives to improve morale and retention.
- Handle employee relations issues and mediate conflicts, as necessary.
- Collaborate with team members to address administrative needs and implement improvements in processes.
- Tracking attendance, managing leave requests, and maintaining records.

KEY COPETENCIES NEEDED:

- Proven experience in HR management or a related field (typically 5+ years)

- Proficiency in HR software and Microsoft Office.
- Good communication and interpersonal skills.
- Ability to handle sensitive information with confidentiality and professionalism.

会社説明