



## PR/108122 | Deputy General Manager: HR, Admin & Accounts

### 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

1509200

#### 業種

物流・倉庫

#### 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12月11日 15:35

### 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

The DGM - HR, Admin & Accounts will be the responsible for managing the members of the Human Resources Department at each location.

- Preferable experience from automotive manufacturing or logistics organization
- Handled contractual employees across different locations with at least 200+ contractual employees
- Should be capable of managing accounts team
- Manage contracts sent by the operations team.
  
- Provide content confirmation to the operations team regarding contract signing.
  
- Facilitate communication between the field and back office.
  
- Resolving human resource issues at each location.
  
- Management of members of the Human Resources Department.
  
- General human resources operations.

- Revisions and proposals for personnel systems.
- Follow up with each location and attend family parties at each location several times a year.
- Experienced in managing 15 or more subordinates with multi location handling capabilities. At least 15+ years of experience in human resources and general administration & legal as per Indian States & Central Act.
- Should be capable of handling IR and other issues at customer end.
- Must have experience in understanding of relevant laws and rules viz. ESI, EPF, Gratuity, Labour Contract Act, Bonus, LEF, professional tax etc.

#LI-JACIN

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会社説明