



PR/108392 | HR Executive - Bidadi

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

1509211

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**Job Role:**

Role Name-Executive HR & Admin

Role Description

Preparing Budget, Recruitment, Training, Time Office, Salary & Wages Administration, Contact Labour Management, Statutory Compliance, Plant Administration & welfare, Employee Engagement, Documentation

Responsibilities Heads KRA (Key Result Areas) KPI (Key Performance Indicators)

HR & Admin Budget To prepare timely and accurately budget, MTP or Revision of HR & Admin budget and tracking

Timely preparation of budget & submission

Monitoring and tracking Budget Vs Actual

Cost Reduction Ideas

Recruitment & Selection-

To recruit manpower as per annual plan and onboarding.

Sourcing candidates from various sources

To rotate trainee and CL manpower as per schedule and replace Adhering to TAT of 120 days to onboard

Budget Vs Actuals of headcount

Adhering to manpower rotation or replacement schedule

Ensure availability of CL manpower as per budget

Functioning of Time Office & Payroll processing

To monitor & ensure compliance related to daily attendance, leaves, OT, etc.
Daily monitoring of employee attendance, Leave, OT, etc. as per policy
To handle Payroll processing & releasing salary
Timely review & maintain all records pertaining to time office & Payroll
Timely processing & releasing of salary
Preparing MIS reports of Time office & Payroll
Generating various reports for statutory payment
Statutory Compliance
To ensure compliance & keep all statutory record maintained as per the legal requirements.
Maintaining & updating monthly records & registers
To monitor no legal obligation, penalty & dispute in statutory compliance and timely updating of necessary records pertaining to various laws.
Timely Preparation & submission of various returns
Timely renewal of licenses
Timely compliance of any query from govt. office
Compliance plan vs actual tracking
Ensuring and verifying compliances of contractor and maintaining records

会社説明