



PR/108888 | Shift- HR

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

1509399

業種

自動車・自動車部品

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 15:37

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

Shift- HR

Qualification – MSW

Exp- 2-5 Yrs

Job Location – Neemrana

Shifts- Rotational (A,B,C)

Job Responsibilities:

Contract Labour Handling :

- Effectively manage Contractual/ Casual/ Fixed Term workmen in line with the Labor Laws and as per the organizational requirements.
- Contract Labour hiring with the support of different Contractors.
- Undertaking National Apprentice Program Scheme
- Checking & Monitoring the Contract Labour bills & also checking the compliances related to PF & ESIC.
- Ensuring the safety & dress code norms of contract workers
- Maintaining Wage Register of Contract Employees
- Checking the License of contractors in adherence to all necessary compliances.

Employee engagement activities :

Arranging the social activity like trips, birthday celebration, Medical Check-up.

- Arranging Kaizen awards to staff& contract people.
- Awarding attendance bonus (Smart Card-coupons) to contract labours.
- Conducting monthly welfare activity

Payroll & Time Office Management :

- For salary and wages of the Contract workers, supervision on the inputs provided for processing the pay roll, ensuring necessary Statutory deductions, employees grievances as regards to salary.
- Responsible for checking late comings, Outdoor Gate & Visitors Passes, Short leaves, Leave availing -CL/SL/PL Compensatory Off.
- Responsible to allotting shifts, checking their timings (in/out) timings for casuals.

#LI-JACIN

会社説明