



PR/108732 | Senior Manager-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

1513715

## 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

2025年04月15日 20:00

## 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

**Position: Sr Manager- HR****Location: Gurgaon****Age: 40-50 years****Experience: Min 10 years****Reporting to Japanese MD/Vice President****Responsibilities:****Human Resource:**

- ・ More than 10 years' experience in a manufacturer or in a factory.
- ・ Experience working above 100+ employees.

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

1. Experienced in human resources, labor and management.
2. Experience in planning and implementing organizational strategies with other departments.
3. Having knowledge of making contracts is must.
4. Work experience at a company where has some factories or branches in different states in India.

5. 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.
6. Manages the employment process of hourly and salary employees including recruitment, selection, offers of employment, relocation new hire orientation.
7. Payroll Management
8. Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
9. Oversee and manage a performance appraisal system that drives high performance.

**Administration: -**

1. Responsible for the overall day-to-day operations and administration.
2. Planning, organizing, and monitoring the day-to-day operations of the canteen, including daily record-keeping, opening and closing of the canteen, and ensuring all workers sign in and out.
3. To ensure the maintenance of the cleaning standard as per SOP.
4. To ensure that a high standard of personnel hygiene always has to be maintained.
5. To ensure that stock records for equipment, toiletries, and consumables are updated on regular basis.
6. To verify and audit the equipment for their smooth housekeeping activity.
7. To Schedule transportation services, planning of routes, and assign drivers where necessary.
8. Liaise between stakeholders and collaborate with other departments to optimize transportation services.