



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01月21日 22:00

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.

会社説明