



PR/108907 | HR Specialist Bangalore

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

1513823

業種

電力・ガス・水道

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24日 13:14

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 Summary: We are seeking a skilled HR Executive to oversee all aspects of Human Resources practices and processes. The ideal candidate will have extensive experience in HR management, excellent communication skills, and a thorough understanding of labour legislation. This role involves strategic decision-making to hire, develop, and retain qualified employees.

Key Responsibilities:

Recruitment: Manage the full-cycle recruitment process, including resume screening, interviewing, Salary negotiation and onboarding.

Employee Lifecycle Management: Oversee the entire employee lifecycle from onboarding to offboarding, ensuring a seamless experience for employees at all stages of their career with the company.

Keka HR Systems: Utilize HR Management Systems to streamline HR processes and bring continuous improvement for effective uses and reporting.

Employee Relations: Address employee grievances, manage conflict resolution, and foster a positive working environment.

Compliance: Ensure legal compliance by monitoring and implementing applicable HR regulation for Central and state requirements.

HR Policies: Develop and update HR policies, ensuring compliance with labor laws and company standards.

Training and Development: Assess training needs, coordinate learning and development initiatives, and monitor their effectiveness.

Compensation and Benefits: Manage compensation and benefits packages, ensuring they are competitive and aligned with industry standards.

会社説明