



PR/109047 | Jr. Executive- HR &amp; Admin

**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**

1521432

**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**

2025年02月11日 10:22

**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**

Experience- 3-5 years

Age- 23-27 years

Qualification- MBA- HR (Full Time)

**Job Responsibilities:**

- Time Office Management: -

Manage attendance for both on-roll &amp; contractual employees, ensuring accuracy in records.

Oversee leave management systems in compliance with company policies.

- Payroll & Benefits: -

Prepare salary, overtime, and bonus calculations as per statutory and legal requirements.

File monthly PF, ESIC and LWF challans accurately and within deadlines.

- Statutory Compliance: -

Ensure timely filing &amp; submission of statutory, legal &amp; EHS related return.

Stay updated with labour laws &amp; ensure the company remains compliant.

- Employee Welfare: -

Distribute uniforms &amp; PPE to all employees.

Manage transportation facilities to ensure smooth transit for employee.

Coordinate expat management, including their FRRO & VISA, Residence, logistics and administrative needs.

- General Administration: -

Facility Management.

Oversee the distribution & inventory of stationery.

Manage housekeeping, gardening, and security services to maintain the workplace environment.

- Coordination: -

Liaise with vendor for the procurement of office supplies & services.

Ensure cost- effectiveness & quality in vendor services.

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会社説明