



JAC Recruitment

We are recruitment specialists around the globe

India



PR/109121 | For N1, N2 Speakers / 日系製造企業にて、人事・総務マネージャーの募集

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1548546

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:45

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

■総務業務

- 製造工場の新規設立のサポート
- オフィス管理、備品調達、契約書管理業務
- 各ベンダーの管理、調整業務
- 社内イベントやコミュニケーション活動の企画・実施

■人事業務

- 採用プロセスの管理（人材エージェント、各採用責任者との調整業務）
- 労務管理（勤怠管理、給与計算、労働法令の遵守）

■通訳・翻訳業務

- 社内外との会議での通訳業務
- 資料の翻訳業務

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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