



## PR/109618 | Assistant Manager - Admin

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1556717

**Industry**

Petrochemical, Energy

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

September 30th, 2025 05:00

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

None

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Responsibility:

- To understand the whole operation of the company and its purposes regarding GA and work as a back-up of other GA staff members
- To make necessary standard operation procedures regarding GA tasks to standardize operations
- To propose improvements regarding GA and implement them under supervisors' instruction
- To propose and make necessary changes to company's internal regulations and rules under supervisors' instructions
- To promote improvements of the working environment including planning and implementing engagement enhancement activities including company events
- To communicate with every employee, find their needs and support them solving any issues

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### Company Description