



PR/109892 | Assistant Manager- Sustainability and CSR

Job Information

Recruiter

JAC Recruitment India

Job ID

1569023

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 30th, 2025 08:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities

1. Government Coordination & Compliance

- Coordinate with government agencies for new CSR requirements and guidelines.
- Prepare proposals in line with emerging CSR regulations and company goals.
- Ensure compliance with statutory CSR norms.

2. Vendor Identification & Management

- Identify and evaluate competitive vendors suitable for CSR projects.
- Coordinate with selected vendors for project execution and timely delivery of activities.

3. Project Monitoring & Stakeholder Management

- Monitor on-site progress of CSR projects and ensure adherence to timelines.
- Coordinate effectively with government departments, NGOs, vendors, and Head Office (HO) for seamless project implementation.

- Troubleshoot and resolve issues arising during project execution.

4. Procurement & Documentation

- Coordinate with vendors for quotations and ensure competitive pricing.
- Verify material receipts and ensure quality standards are met.
- Check and validate vendor invoices before processing.

5. Skills & Competencies

- Must have communication skills in Hindi and English.
- Basic knowledge of CSR rules, government procedures, and project execution.
- Vendor and procurement management skills.

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Company Description