



## 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**

January 27th, 2026 04:00

### 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