



PR/110475 | Manager - HR Admin

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1599559

**Industry**

Petrochemical, Energy

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:26

## General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Basic

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

### ■ Key Responsibilities

#### 1. Operations Management

- Manage daily operations across administrative functions
- Ensure execution, timelines, and accountability

#### 2. Team Management

- Manage NS operators (GA and HR)
- Assign tasks, define priorities, and monitor output
- Ensure clarity of roles, workload balance, and performance quality

3. Vendor Management & Output Control

- Manage external partners:
  - HR advisory (PASONA)
  - Accounting/Tax (ASA)
  - IT onsite vendor (2–3 days/week)
- Clearly define requirements and expected outputs

4. Process Standardization

- Develop and implement SOPs, templates, and workflows
- Build structured and repeatable processes
- Improve visibility and tracking of tasks and timelines

5. Cross-functional Coordination

- Coordinate across HR, GA, ACC&TAX, and IT through internal and external resources

6. IT Coordination

- Work with onsite IT vendor to manage day-to-day IT matters
- Identify issues, prioritize actions, and track resolution

7. Governance Support

- Ensure compliance with approval workflows and documentation standards

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Company Description