



PR/110527 | Executive / Sr. Executive – HR & General Affairs

Job Information

Recruiter

JAC Recruitment India

Job ID

1602471

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 14th, 2026 10:48

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Executive/Sr. Executive – HR & General Affairs

Experience: 3-5 years of relevant experience in Japanese company or MNC

Essentials Requirement:

- Degree level education or its equivalent (Full-time Regular course)
- Willing to work stretched hours
- HR&GA administration tasks

Good communication skill (Internal/External)

- Strong commitment to meeting deadlines and completing tasks with a high sense of ownership.

- Capability to adapt to new and non-routine assignments and accurately execute management instructions.
- Respect for Japanese business practices, including timely reporting, communication, adherence to deadlines, and compliance with company rules and procedures.

Desirable Requirement:

- Familiarity with expat residence related work
- Knowledge and Experience of SAP environment
- Good Knowledge of computer and IT Troubleshoot.

1. Expatriate Support -Manage FRRO (Foreigner Registration) and visa-related documentation and procedures -Coordinate housing arrangements and residence approval processes for expatriates -Support bank account opening and onboarding formalities for expatriates.

2. Vendor & Payment Management -Process SAP vouchers and payment requests for vendors -Manage office lease contracts, manpower agencies, and other service providers -Oversee vendor-related matters, including driver overtime administration.

3. Business Unit (BU) Support -Support business travel and entertainment application processes for the Automotive Sales & Marketing, R&D/DX, and ESP teams -Handle business trip expense settlements and related documentation.

4. Office Administration & General Affairs -Support overall office operations and general affairs activities -Manage office supplies and consumables on a daily basis -Handle procurement and administration of IT equipment and office facilities

5. Event Coordination Support -Support the planning and execution of Regional Meetings and other internal/external events -Coordinate logistics and administrative arrangements for visitors, meetings, and company events.

Skills & Competencies:

- Ability to multitask and liaise across departments
- Effective communication and team collaboration
- Process-oriented approach to task planning
- Hands-on experience with SAP for financial workflows
- Proactive vendor coordination and negotiation abilities

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Company Description