

PR/110784 | 総務職

Job Information

Recruiter
JAC Recruitment India

Job ID
1614193

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 15:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Native Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

今回の求人では、社内インド人従業員や日本側と連携しながら、主に日本からの出張者、駐在員に係る人事総務に係る業務を担当頂く、Deputy Manager / Executive前後のポジションを募集致します。
・社内外の関係者との情報共有、スケジュール管理および調整
・日本人駐在員の赴任～帰任に係る関連業務
(VISA申請・管理・更新、雇用契約書締結・更新、住居・車契約・管理、個人所得税・給与計算・支払い等のサポート、データ管理)
・駐在員・出張者の出張手配（フライト、ホテルチケット、車予約、ビザ申請サポートなど）
Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: https://www.jac-recruitment.in/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.in/terms-of-use

Company Description