



インドの求人なら  
JAC Recruitment India

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**

October 6th, 2026 07:00

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**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.

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## Company Description