



PR/110863 | HR&Admin

Job Information

Recruiter

[JAC Recruitment India](#)

Job ID

1618485

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:15

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Hiring Background

Business expansion and establishment of a new laboratory.

Key Responsibilities

- Lead recruitment activities for business expansion
- Design and implement HR systems and policies
- Performance management and employee engagement
- HR operations and labor compliance
- General administration and office management
- Coordinate with Japan headquarters
- Support new laboratory setup and organizational development

Requirements

- 3+ years of HR/Admin experience
- JLPT N3 or above
- Business English communication skills

Preferred Qualifications

- Experience in Japanese companies
- HR policy design experience
- Manufacturing industry background

Why Join Nippon Kayaku India?

- Join during an exciting growth phase
- Opportunity to build HR systems from the ground up
- Work closely with management and headquarters
- Play a key role in establishing a new laboratory

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