



世界トップサプライヤーのグループ会社でインドでも長い歴史を持つ自動車部品メーカーにて管理部門マネージャーの募集!

Job Information

Recruiter

JAC Recruitment India

Job ID

731960

Job Type

Permanent Full-time

Location

India

Salary

2.5 million yen ~ Negotiable, based on experience

Work Hours

月～土 8:30-17:30

Refreshed

February 11th, 2020 05:00

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

○業務内容

インド進出後10年以上の歴史を持ち、同社はビジネスを好調に拡大させています。新たなプロジェクト立ち上げ、チームの増員などを背景に、今後の拡大フェーズを支える管理部門のマネージャーを募集いたします。具体的には下記のような業務に従事していただきます。

■管理部門内のコーディネート...人事、総務、経理など管理部門にて各業務の取りまとめやコーディネートなどして頂きます。(実務に携わることは当初こそありませんが、徐々に各部門の実も経験していただけます。)

■総務業務...駐在員、出張者のサポート業務。宿泊、交通などの手配から、各種バンダー・エージェントとのやり取り

■スタッフ教育...部門所属のローカルスタッフ全体のマネジメントならびに教育

*同社は合弁企業のため、もともとインド系企業に属されていたスタッフが多くいる中で、日系企業の働き方や注意点など意識付けし、教育していく必要がございます。

○勤務時間

月～土 8:30-17:30

○福利厚生

- 健康保険
- VISA, FRRO申請サポート有
- 赴任後ホテル代(2週間目安)
- 日本への往復航空券支給(年1回)
- 交通サポート(ドライバー付き自動車:乗合or個人手配)
- その他応相談

○給料

260万円～(経験考慮の上応相談)

Required Skills

【必須】

- 社会人経験
- 英語力日常会話中級レベル以上
- キャリアアップをしないと望まれる方

【歓迎】

- 海外就業経験
- 通訳業務経験
- その他アシスタント業務経験

Company Description

JAC Recruitment Asia

**Delivering talented Human Resource to our clients,
throughout Asia and across the globe.**

Moving with the times people, companies and society are always changing. Times may change, but JAC Recruitment's guiding philosophy to introduce individuals who will bring dynamism to our client's business has never wavered.

Since 1975, when we became the first Japanese recruitment agency to commence business in the UK, we have subsequently opened offices in Singapore, Japan, Malaysia, Indonesia, Thailand, China, Korea, Hong Kong and Vietnam and have become a truly International Recruitment Consultancy whilst still maintaining important strong local foundations in each of our operations.

A thorough understanding of our clients' needs and a deep-rooted understanding of culture, lifestyle and business practices in each country has enabled us to introduce and place many exceptional individuals over the years.

We have developed our business through an international corporate culture of being a Japanese agency established in the UK. It is this culture which makes JAC Recruitment truly International.

Through our highly specialized consultants, we have gained the reputation for matching people and companies together across industries and across the globe.

Our network of branches throughout Asia and in the UK allows us to source the highest caliber professionals from all over the world for clients, and also enables us to find international appointments for candidates with the aspirations, skills and language ability to work overseas in today's global marketplace.

As a major recruitment agency, we make the most of our size and track record, our global network and our corporate culture to deliver recruitment solutions to our clients.

New employees bring growth to a company which can then bring vitality to both the Asia region and the wider world.