



PR/109288 | Manager / Deputy Manager / Assistant Manager of Administration

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1536280

業種

その他（メーカー）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2025年04月30日 15:50

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Job responsibility :

Administration

- General correspondence in English and Indian local language
- Monitoring and preparation of company regulations
- Administration of insurance management
- Responsible for occupational health and safety on HR issues
- Invoice control and approval.

Expatriates Administration

- Main contact person for expatriates
- Application for the residence permit in coordination with the Headquarter in Japan
- Relocation administration for expatriates (apartments, opening bank accounts, registration at Citizen office, e.g.)
- Preparation and controlling of housing of the expatriates in coordination with accounting.
- Processing of tax returns

Facility Management:

- Contact person for office maintenance and cleaning agency.
- Pre-negotiation of contracts and contract management of external providers for responsible sector

会社説明