



PR/109537 | Admin / Asst Manager

**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**

1553386

**業種**

化学・素材

**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08月12日 00:00

**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****General Administration:**

- Manage office operations including facility management, vendor coordination, and office supplies.
- Handle employee services such as travel arrangements, accommodation, and welfare programs.
- Ensure compliance with local labor laws and company policies.
- Liaise with government authorities and external agencies as needed.

**Import/Export Documentation:**

- Coordinate with logistics partners and customs agents for timely import/export of goods.

- Prepare and manage shipping documents including invoices, packing lists, and customs declarations.
- Ensure compliance with Indian import/export regulations and documentation standards.
- Maintain accurate records of shipments and related documentation.

**Procurement Support:**

- Assist the procurement team in sourcing local vendors and suppliers.
- Support purchase order processing and follow-up on deliveries.
- Maintain vendor databases and assist in contract management.
- Collaborate with finance for invoice verification and payment processing.

**Any Behavioural Competencies/Functional /Technical Competencies required**

Must have... · Minimum 3 years of experience in administration

- Strong communication skills in English and Kannada
- Willingness to work proactively Preferable ...
- Knowledge of import/export procedures and procurement processes
- Experience working for Japanese company
- Work experience as procurement in the chemical industry Any industry specification

Preferably in a manufacturing or trading company or Chemical industry

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会社説明