



PR/109892 | Assistant Manager- Sustainability and CSR

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

1569023

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

2026年05月05日 16:00

応募必要条件

職務経験

6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

無し

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

Key Responsibilities

1. Government Coordination & Compliance

- Coordinate with government agencies for new CSR requirements and guidelines.
- Prepare proposals in line with emerging CSR regulations and company goals.
- Ensure compliance with statutory CSR norms.

2. Vendor Identification & Management

- Identify and evaluate competitive vendors suitable for CSR projects.
- Coordinate with selected vendors for project execution and timely delivery of activities.

3. Project Monitoring & Stakeholder Management

- Monitor on-site progress of CSR projects and ensure adherence to timelines.
- Coordinate effectively with government departments, NGOs, vendors, and Head Office (HO) for seamless project implementation.

- Troubleshoot and resolve issues arising during project execution.

4. Procurement & Documentation

- Coordinate with vendors for quotations and ensure competitive pricing.
- Verify material receipts and ensure quality standards are met.
- Check and validate vendor invoices before processing.

5. Skills & Competencies

- Must have communication skills in Hindi and English.
- Basic knowledge of CSR rules, government procedures, and project execution.
- Vendor and procurement management skills.

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会社説明