



## 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06月02日 14:00

### 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.

**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.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

---

会社説明