



PR/110475 | Manager - HR Admin

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

1599559

業種

石油・エネルギー

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09月04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

基礎会話レベル

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

■ Key Responsibilities

1. Operations Management

- Manage daily operations across administrative functions
- Ensure execution, timelines, and accountability

2. Team Management

- Manage NS operators (GA and HR)
- Assign tasks, define priorities, and monitor output
- Ensure clarity of roles, workload balance, and performance quality

3. Vendor Management & Output Control

- Manage external partners:
 - HR advisory (PASONA)
 - Accounting/Tax (ASA)
 - IT onsite vendor (2–3 days/week)
- Clearly define requirements and expected outputs

4. Process Standardization

- Develop and implement SOPs, templates, and workflows
- Build structured and repeatable processes
- Improve visibility and tracking of tasks and timelines

5. Cross-functional Coordination

- Coordinate across HR, GA, ACC&TAX, and IT through internal and external resources

6. IT Coordination

- Work with onsite IT vendor to manage day-to-day IT matters
- Identify issues, prioritize actions, and track resolution

7. Governance Support

- Ensure compliance with approval workflows and documentation standards

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会社説明