



PR/110527 | Executive / Sr. Executive – HR & General Affairs

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

1602471

業種

その他（商社）

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08月11日 13:00

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

ネイティブ

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

Position: Executive/Sr. Executive – HR & General Affairs

Experience: 3-5 years of relevant experience in Japanese company or MNC

Essentials Requirement:

- Degree level education or its equivalent (Full-time Regular course)
- Willing to work stretched hours
- HR&GA administration tasks

Good communication skill (Internal/External)

- Strong commitment to meeting deadlines and completing tasks with a high sense of ownership.

- Capability to adapt to new and non-routine assignments and accurately execute management instructions.
- Respect for Japanese business practices, including timely reporting, communication, adherence to deadlines, and compliance with company rules and procedures.

Desirable Requirement:

- Familiarity with expat residence related work
- Knowledge and Experience of SAP environment
- Good Knowledge of computer and IT Troubleshoot.

1. Expatriate Support -Manage FRRO (Foreigner Registration) and visa-related documentation and procedures -Coordinate housing arrangements and residence approval processes for expatriates -Support bank account opening and onboarding formalities for expatriates.

2. Vendor & Payment Management -Process SAP vouchers and payment requests for vendors -Manage office lease contracts, manpower agencies, and other service providers -Oversee vendor-related matters, including driver overtime administration.

3. Business Unit (BU) Support -Support business travel and entertainment application processes for the Automotive Sales & Marketing, R&D/DX, and ESP teams -Handle business trip expense settlements and related documentation.

4. Office Administration & General Affairs -Support overall office operations and general affairs activities -Manage office supplies and consumables on a daily basis -Handle procurement and administration of IT equipment and office facilities

5. Event Coordination Support -Support the planning and execution of Regional Meetings and other internal/external events -Coordinate logistics and administrative arrangements for visitors, meetings, and company events.

Skills & Competencies:

- Ability to multitask and liaise across departments
- Effective communication and team collaboration
- Process-oriented approach to task planning
- Hands-on experience with SAP for financial workflows
- Proactive vendor coordination and negotiation abilities

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