



インドの求人なら
JAC Recruitment India

PR/110539 | Senior Associate-HR

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
1602480

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07月14日 10:48

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

About the Role

We are seeking a dynamic and proactive Senior Associate HR & Administration to manage end-to-end HR operations and administrative functions. The ideal candidate will have strong expertise in HR processes, expatriate management, visa and FRRO compliances, travel administration, and office management. Experience in a Japanese manufacturing environment and exposure to supporting Japanese expatriates will be a significant advantage.

This role requires excellent coordination skills, attention to detail, and the ability to work independently while managing multiple responsibilities across HR and Administration.

Key Responsibilities

Human Resources Operations

- Coordinate recruitment activities, candidate onboarding, induction, and joining formalities.

- Maintain employee records, personal files, attendance data, confirmations, and HR documentation.
- Generate and maintain HR reports, MIS, and employee-related records.
- Support employee engagement initiatives and HR programs.
- Ensure compliance with company policies, procedures, and statutory requirements.

Expatriate Management

- Manage end-to-end visa processing, renewals, and documentation requirements.
- Coordinate FRRO registration, renewal, and compliance activities for expatriates.
- Provide administrative and operational support to Japanese expatriates and visitors.
- Liaise with government authorities, consultants, and external agencies for immigration-related matters.
- Ensure timely completion of all expatriate-related documentation and legal formalities.

Administration & Facility Management

- Coordinate hotel bookings, travel arrangements, transportation, and accommodation for expatriates and business visitors.
- Manage office administration activities, including vendor coordination and facility management.
- Monitor office supplies, consumables, and administrative services.
- Coordinate with service providers to ensure smooth day-to-day office operations.
- Support organizational events, meetings, and administrative projects as required.

Desired Skills & Competencies

- Strong knowledge of HR Operations and Administration.
- Hands-on experience in Visa Processing and FRRO Compliance.
- Experience in Expatriate Management, preferably involving Japanese employees.
- Knowledge of travel, hotel, transportation, and accommodation management.
- Excellent communication, coordination, and stakeholder management skills.
- Strong planning, organizational, and problem-solving abilities.
- Proficiency in MS Office (Excel, Word, and PowerPoint).
- Ability to work independently and effectively manage multiple responsibilities.
- High level of professionalism, confidentiality, and attention to detail.

Preferred Qualifications

- Experience working with a Japanese Manufacturing Company.
- Knowledge of the Japanese language will be an added advantage.
- Experience in handling Japanese expatriates and cross-cultural work environments.
- Exposure to manufacturing industry HR and administrative practices.

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.

会社説明