

PR/110917 | HR and 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
1621786

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11月10日 11:21

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
基礎会話レベル

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

- Experience: Around 6–7 years in HR & Administration
- Japanese language: Not required
- Location preference: Candidates from Karnataka, preferably local
- Language preference: Kannada and English are essential, with at least a working knowledge of Hindi
- Key requirement: Strong HR & Admin experience
- Should be capable of independently handling the HR & Admin function
- Experience in HR operations, recruitment, employee engagement, payroll coordination, statutory compliance, office administration, and general affairs
- Should be comfortable working with Japanese management and Japanese colleagues

- Good communication and coordination skills
- Experience in a Japanese company/MNC would be an added advantage

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