



PR/108873 | Assistant Manager - HR , Administration & Accounts {Manesar}

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1509387

### Industry

Other (Manufacturing)

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

December 11th, 2024 15:37

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Business Level

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

No permission to work in Japan required

## Job Description

JD for open position of Sr Executive/ Assistant Manager - HR , Administration & Accounts.  
Location- Manesar {Haryana}

### Responsibilities:

#### General affairs

- Improvement of office environment (purchase of equipment, response to visitors)
- Arrangement of company cars, arrangements of cars for business travellers
- Management of various contracts (lease contracts, etc.)
- FRRO, Visa Processing, etc.
  - Arrangements for health checkups for employees
  - Arrangement of mailing, office work (issuance of business cards, etc.), and other operations

#### HR Operations

- Payroll calculation (in cooperation with accounting companies)
- Attendance management support (granting of various leave and various allowances while using the attendance system)
- Recruitment assistant (scheduling interviews for candidates, explanation of joining the company) and other duties

#### Other work

- Schedule management of branch managers and Japan expatriates
- Preparation of various materials

- Collaboration with external vendors and other operations

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## Company Description