



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

Job Information

Recruiter

JAC Recruitment India

Job ID

1513795

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 23:00

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

Company Description