



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

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

1509387

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

2024年12月11日 15:37

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

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

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

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

会社説明