



PR/109113 | Site Admin HR -Vithalapur

Job Information

Recruiter

JAC Recruitment India

Job ID

1536173

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 15:49

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

Role - Site Admin HR -Vithalapur

Minimum Requirements :

- Responsible to oversee all generic admin functions of the site.
- Liaisoning with local govt body Labor Department, BOCW Department, Panchayat, DM, etc
- IR General, Administration, and day-to-day operations, statutory compliance (BOCW, PF, ESIC knowledge is a must), commercial
- Knowledge of Budget & Expenses,
- Handling & maintaining correspondence, documents, reports and presentations as required
- Monitoring adherence to statutory regulations & compliance; coordinating with various governmental agencies; monitoring disciplinary issues & legal matters + Ensuring statutory
- Compliance at all levels involving liaison with external agencies, Govt. authorities & offices.
- Developing vendor relations, evaluating their performance, managing contracts to obtain the right cost for services, and monitoring contract's expiry & initiation of procurement.
- Formulating and implementing corporate admin policies in the organization employees.
- Resolve critical employees' grievances and ensure harmonious industrial relations,

Preferred Qualifications & Candidate Profile:

- Bachelor's degree in business administration, Human Resources, or a related field.
- Minimum of experience in administrative and HR roles, preferably in the construction industry.

- Strong knowledge of labour laws and HR best practices.
- Excellent organizational and multitasking abilities.
- Strong interpersonal and communication skills.
- Proficiency in Office 365.
- Staying at the site location is necessary.
- Self-motivated and highly organized.

Company Description