



PR/109402 | Site Admin HR

Job Information

Recruiter

[JAC Recruitment India](#)

Job ID

1544041

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 24th, 2025 01:00

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

Job Description:

Job Title: Site Admin HR

Job Location: Neemrana/Kharkhoda

Educational Requirements:

Bachelor's degree in business administration, Human Resources, or a related field.

Roles & Responsibilities:

- Responsible to oversee all generic admin functions of the site.
- Liaising 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.

Formulating and implementing corporate admin policies in the organization employees.

Company Description