



PR/109403 | Junior Site Admin HR

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1548706

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 21:00

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:** Junior Site Admin HR**Job Location:** Neemrana/Kharkhoda**Educational Requirements:**

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

Roles & Responsibilities:

- The role involves overseeing all administrative functions at the site, including liaising with local government bodies such as the Labor Department, BOCW Department, Panchayat, and District Magistrate.
- Role encompasses responsibilities in industrial relations, general administration, daily operations, and ensuring statutory compliance with regulations like BOCW, PF, and ESIC.

- A strong understanding of budget management and expenses is essential, along with the ability to handle correspondence, documents, reports, and presentations as needed.
- The position requires monitoring compliance with statutory regulations, coordinating with various governmental agencies, addressing disciplinary issues, and managing legal matters while ensuring adherence to compliance at all levels.
- Additionally, the role involves developing vendor relationships, assessing their performance, negotiating service costs, and overseeing contract renewals.
- Formulating and implementing corporate administrative policies is crucial, as is resolving employee grievances to maintain harmonious industrial relations while adhering to employment laws and promoting employee welfare.
- Managing various operational activities, including transportation, housekeeping, security, and the procurement of office supplies, is also part of the responsibilities.

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Company Description