



## 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 5th, 2025 02:00

### 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.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description