



PR/109164 | Executive - Admin

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1553369

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

September 23rd, 2025 11:01

## General Requirements

**Career Level**

Mid Career

**Minimum English Level**

None

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

**Company Overview**

One of the leading Japanese MNC into engineering and construction industry having industrial projects in PAN India location

**Job Location:** Bidadi

**Job Overview:**

Preparing Budget, Recruitment, Time Office, Salary & Wages Administration, Contact Labour Management, Statutory Compliance, Plant Administration & welfare, Employee Engagement, Documentation

**ROLES & RESPONSIBILITIES****Office & Shopfloor Management**

- Oversee general office & Shop floor operations, ensuring a smooth and efficient work environment.
- Admin related office equipment, and inventory, ensuring that the office is well-stocked and operational.
- Supervise office cleanliness, maintenance, and security protocols.

**Administrative Support**

- Assist in arranging food, presentations, and booking rooms for communication meetings.
- Maintain confidential files, records, and documents for the organization.
- Expats Visa and FRRO.

**Vendor and Contract Management**

- Manage relationships with vendors, service providers, and suppliers, ensuring the timely delivery of goods and services regarding facilities & Administration.
- Negotiate contracts and monitor vendor performance to ensure compliance with agreed terms and conditions.
- Oversee service agreements for facilities such as office cleaning, security, House keeping & other operational needs.

**Facilities Management**

- Ensure the proper functioning of office infrastructure, timely payment of electricity and telecommunications.
- Coordinate office space planning and relocation activities as necessary.

**Transport Management**

- Coordinate Transportations (Domestic).
- Manage Driver Schedule.
- Employee Transportation Management(TT/Bus).

Years of experience 3 to 5 years

Qualification MBA/ MSW in HR

Language English, Kannada and Hindi

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