



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

August 12th, 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

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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Company Description