



PR/110118 | Sr. Associate HR & Admin

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1580518

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

May 26th, 2026 18:00

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

- Daily planning, scheduling, and monitoring of employee taxi and bus transportation
- Coordination with transport vendors for route planning, vehicle allocation, and availability
- Ensuring timely pick-up and drop of employees as per approved shift schedules
- Ensure all transportation compliance as per the Motor Vehicles Act.
- Handling employee transport-related queries, complaints, and escalations in a timely manner
- Coordination with security team and shift-in-charges for smooth daily transport and access control
- Maintaining transport records, MIS reports, cost tracking, and vendor billing data
- Manpower coordination with vendors, including allocation, attendance tracking, and replacement planning
- Daily monitoring of housekeeping services and plant administration activities to ensure cleanliness and compliance
- Conducting daily morning meetings and preparing attendance and manpower status reports

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