



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

April 28th, 2026 16:00

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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Company Description