



PR/110196 | Site Admin HR- SriCity

Job Information

Recruiter

JAC Recruitment India

Job ID

1584313

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 23rd, 2026 11:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job description for Site Admin HR

Location- Sricity

Job Summary

The role involves managing site administrative functions, ensuring smooth Administration & HR operations, and supporting the overall project activities on construction sites. The ideal candidate will have a strong background in both administrative and human resources functions, with experience in the construction industry.

Minimum Requirements

1. Responsible to oversee all generic admin functions of the site.
2. Liaisoning with local govt body Labor Department, BOCW Department, Panchayat, DM, etc
3. IR General, Administration, and day-to-day operations, statutory compliance (BOCW, PF, ESIC knowledge is a must), commercial
4. Knowledge of Budget & Expenses,
5. Handling & maintaining correspondence, documents, reports and presentations as required

6. Monitoring adherence to statutory regulations & compliance; coordinating with various governmental agencies; monitoring disciplinary issues & legal matters + Ensuring statutory compliance at all levels involving liaison with external agencies, Govt. authorities & offices
7. Developing vendor relations, evaluating their performance, managing contract acts to obtain the right cost for services, and monitoring contract's expiry & initiation of re-procurement.
8. Formulating and implementing corporate admin policies in the organization employees
9. Resolve critical employees' grievances and ensure harmonious industrial relations, keeping compliance with various employment laws and promoting employees' welfare activities
10. Managing various activities like transportation, housekeeping, security, and purchase of stationery & office equipment
11. Scrutinizing and ensuring timely payment of all office administration bills such as electricity, annual maintenance contract of equipment
12. Monitoring safety and security services of the office on top priority ensuring safety norms
13. Preparing MIS reports & other statements with a view to apprise management of business operations and assist in critical decision-making process; handling & maintaining correspondence, documents, reports, and presentations as required
14. Ensuring statutory compliance at all levels involving liaison with external agencies, Govt. authorities & offices
15. Knowledge of VISA, FRRO and Expat Services
16. Looking after House Keeping the Office area, Canteen, and Labour camp and ensuring safety, security, and hygiene.
17. Candidate should be ready for relocation after the project completion,
18. Candidate having good knowledge of employee relations, welfare, Expat related services.
19. Candidates have must knowledge of ERP, SAP, or Account related work.

Experience

An ideal candidate should have a minimum of experience in Industrial Projects/Building projects or Japanese MNCs.

Preferred Qualifications & Candidate Profile

- Bachelor's degree in business administration, Human Resources, or a related field.
- Minimum of experience in administrative and HR roles, preferably in the construction industry.
- Strong knowledge of labour laws and HR best practices.
- Excellent organizational and multitasking abilities.
- Strong interpersonal and communication skills.
- Proficiency in Office 365.
- Staying at the site location is necessary.
- Self-motivated and highly organized.
- Able to supervise and control the team.
- Ability to work in a group.
- Ability to work under pressure.

Role : Site HR & Admin

Industry Type : Engineering & Construction

Functional Area : Construction & Site Engineering

Employment Type : Full Time, Permanent

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Company Description