



PR/110354 | HR ADMIN - SR. EXECUTIVE

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1599480

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:25

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Basic

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

Designation - HR & ADMIN (Sr. Executive)

Location - Tumkur

Job Description -

JOB Description –

1. Factory Infrastructure Maintenance

- Monitor operation and arrange maintenance/repairs for factory infrastructure including electricity, water supply, drainage systems (STP), diesel generators, etc.

2. Cleaning & Hygiene Management

- Manage housekeeping service providers.

- Supervise pest control, sanitation, and waste disposal operations.

3. Canteen Vendor Management

- Oversee canteen service providers and ensure food quality, hygiene, and compliance with health standards for employees.

4. Company Vehicle Management

- Manage transportation vendors providing employee commuting services.
- Oversee daily operations and vendor contracts.

5. Office Supplies & Consumables Management

- Manage inventory, purchasing, and replenishment of office supplies and consumables.

6. Insurance Management

- Manage insurance policies covering factory facilities and employees.

Compliance & Safety Management

1. Security Management

- Supervise security service providers.
- Manage access control systems and CCTV operations.

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Company Description