



PR/109113 | Site Admin HR -Vithalapur

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1541855

業種

土木

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2025年05月20日 13:55

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Role - Site Admin HR -Vithalapur

Minimum Requirements :

- Responsible to oversee all generic admin functions of the site.
- Liaisoning with local govt body Labor Department, BOCW Department, Panchayat, DM, etc
- IR General, Administration, and day-to-day operations, statutory compliance (BOCW, PF, ESIC knowledge is a must), commercial
- Knowledge of Budget & Expenses,
- Handling & maintaining correspondence, documents, reports and presentations as required
- 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.
- Developing vendor relations, evaluating their performance, managing contracts to obtain the right cost for services, and monitoring contract's expiry & initiation of procurement.
- Formulating and implementing corporate admin policies in the organization employees.
- Resolve critical employees' grievances and ensure harmonious industrial relations,

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.

会社説明