



PR/109403 | Junior Site Admin HR

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

1544042

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06月10日 10:52

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

Job Description:

Job Title: Junior Site Admin HR

Job Location: Neemrana/Kharkhoda

Educational Requirements:

Bachelor's degree in business administration, Human Resources, or a related field.

Roles & Responsibilities:

- The role involves overseeing all administrative functions at the site, including liaising with local government bodies such as the Labor Department, BOCW Department, Panchayat, and District Magistrate.
- Role encompasses responsibilities in industrial relations, general administration, daily operations, and ensuring statutory compliance with regulations like BOCW, PF, and ESIC.

- A strong understanding of budget management and expenses is essential, along with the ability to handle correspondence, documents, reports, and presentations as needed.
- The position requires monitoring compliance with statutory regulations, coordinating with various governmental agencies, addressing disciplinary issues, and managing legal matters while ensuring adherence to compliance at all levels.
- Additionally, the role involves developing vendor relationships, assessing their performance, negotiating service costs, and overseeing contract renewals.
- Formulating and implementing corporate administrative policies is crucial, as is resolving employee grievances to maintain harmonious industrial relations while adhering to employment laws and promoting employee welfare.
- Managing various operational activities, including transportation, housekeeping, security, and the procurement of office supplies, is also part of the responsibilities.

会社説明