



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

1548706

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08月05日 02:00

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.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明