



PR/109164 | Executive - Admin

**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**

1553369

**業種**

その他（商社）

**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07月29日 10:56

**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****Company Overview**

One of the leading Japanese MNC into engineering and construction industry having industrial projects in PAN India location

**Job Location:** Bidadi**Job Overview:**

Preparing Budget, Recruitment, Time Office, Salary &amp; Wages Administration, Contact Labour Management, Statutory Compliance, Plant Administration &amp; welfare, Employee Engagement, Documentation

**ROLES & RESPONSIBILITIES****Office & Shopfloor Management**

- Oversee general office & Shop floor operations, ensuring a smooth and efficient work environment.

- Admin related office equipment, and inventory, ensuring that the office is well-stocked and operational.
- Supervise office cleanliness, maintenance, and security protocols.

**Administrative Support**

- Assist in arranging food, presentations, and booking rooms for communication meetings.
- Maintain confidential files, records, and documents for the organization.
- Expats Visa and FRRO.

**Vendor and Contract Management**

- Manage relationships with vendors, service providers, and suppliers, ensuring the timely delivery of goods and services regarding facilities & Administration.
- Negotiate contracts and monitor vendor performance to ensure compliance with agreed terms and conditions.
- Oversee service agreements for facilities such as office cleaning, security, House keeping & other operational needs.

**Facilities Management**

- Ensure the proper functioning of office infrastructure, timely payment of electricity and telecommunications.
- Coordinate office space planning and relocation activities as necessary.

**Transport Management**

- Coordinate Transportations (Domestic).
- Manage Driver Schedule.
- Employee Transportation Management(TT/Bus).

Years of experience 3 to 5 years

Qualification MBA/ MSW in HR

Language English, Kannada and Hindi

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会社説明