

インドの求人なら JAC Recruitment India

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10月07日 04:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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 & Wages Administration, Contact Labour Management, Statutory Compliance, Plant Administration & 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