



## PR/110118 | Sr. Associate HR & 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

1580518

#### 業種

その他（メーカー）

#### 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

2026年03月31日 13:00

### 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

日常会話レベル

#### 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

- Daily planning, scheduling, and monitoring of employee taxi and bus transportation
- Coordination with transport vendors for route planning, vehicle allocation, and availability
- Ensuring timely pick-up and drop of employees as per approved shift schedules
- Ensure all transportation compliance as per the Motor Vehicles Act.
- Handling employee transport-related queries, complaints, and escalations in a timely manner
- Coordination with security team and shift-in-charges for smooth daily transport and access control
- Maintaining transport records, MIS reports, cost tracking, and vendor billing data
- Manpower coordination with vendors, including allocation, attendance tracking, and replacement planning
- Daily monitoring of housekeeping services and plant administration activities to ensure cleanliness and compliance
- Conducting daily morning meetings and preparing attendance and manpower status reports

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