



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05月26日 18:00

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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