



PR/110354 | HR ADMIN - SR. EXECUTIVE

#### 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  
1599480

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06月26日 11:25

#### 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  
基礎会話レベル

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

Designation - HR & ADMIN (Sr. Executive)

Location - Tumkur

Job Description -

JOB Description –

1. Factory Infrastructure Maintenance
  - Monitor operation and arrange maintenance/repairs for factory infrastructure including electricity, water supply, drainage systems (STP), diesel generators, etc.
2. Cleaning & Hygiene Management
  - Manage housekeeping service providers.

- Supervise pest control, sanitation, and waste disposal operations.

3. Canteen Vendor Management

- Oversee canteen service providers and ensure food quality, hygiene, and compliance with health standards for employees.

4. Company Vehicle Management

- Manage transportation vendors providing employee commuting services.
- Oversee daily operations and vendor contracts.

5. Office Supplies & Consumables Management

- Manage inventory, purchasing, and replenishment of office supplies and consumables.

6. Insurance Management

- Manage insurance policies covering factory facilities and employees.

Compliance & Safety Management

1. Security Management

- Supervise security service providers.
- Manage access control systems and CCTV operations.

**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