



PR/108778 | Officer - Admin

Job Information

Recruiter

JAC Recruitment India

Job ID

1504852

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:12

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location - Badli (Nearby Jhajjar)

Designation - Officer Admin

JOB Description-

- Promoting creativity and participation of through various activities
- Ensure statutory compliances under various Labour Laws and relevant authorities.
- Organize and conduct training programmes and maintain records.
- Induction of new employees .
- Maintain harmonious industrial relation in the plant.
- To ensure Safety of Man, machines, and plant.
- To ensure good working conditions in the plant.
- Payroll processing.
- Arrangement of Air ticket, Taxi and hotels for company.
- Arrangement of office day to day activities.

