



PR/108861 | Officer Admin

Job Information

Recruiter

[JAC Recruitment India](#)

Job ID

1507373

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

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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

- Designation - Admin Officer
Location - Badli
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.

Company Description