



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

December 3rd, 2024 10:18

## 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