



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