



PR/108991 | Office Administrator

Job Information

Recruiter

JAC Recruitment India

Job ID

1518302

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

March 11th, 2025 04:00

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 - Office Administrator

Location - Manesar

Job Description -

Office Administration :

- Oversee all administrative functions, ensuring smooth and efficient office operations.
- Get factory ready for any kind of audits and inspection to get the factory approved.
- **Security and Safety Management:**
 - Supervise security operations for the office compound, ensuring the safety and security of personnel and property.
 - Conduct regular security assessments and implement necessary measures to mitigate risks.
 - Coordinating the safety trainings, and Fire mock drills for the staff.
- **Canteen Oversight:**
 - Manage the office canteen's daily operations, ensuring quality food service and compliance with health standards.
 - Collaborate with vendors and suppliers to maintain a diverse and healthy menu while managing budget constraints.
 - Ensure tip top cleanliness
- **Compliance Management:**
 - Obtaining Factory License, Pollution CTO & CTE, Fire NOC, Contractor RC.
 - Ensure that the organization complies with all relevant laws, regulations, and standards set by government bodies.

- Prepare and maintain necessary documentation for compliance audits and inspections.

Company Description