



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

January 28th, 2025 11:24

## 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.

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## Company Description