



PR/109001 | Officer Admin

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1518309

### Industry

Civil Engineering and Construction

### 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

**Location:** Neemrana

**Experience:** 3-6 years (Into construction industry)

### Job Responsibilities:

- **Knowledgeable in Regulatory Processes:** Experienced in labor licensing, building approvals, occupancy, BOCW Act, and environmental laws in Delhi NCR.
- **Administrative Coordination:** Liaises between field management, departments, customers, vendors, subcontractors, and regulatory agencies.
- **Vendor Management:** Prepares and monitors BVS for admin-related vendors/subcontractors.
- **Utility Bill Management:** Creates and monitors approval sheets for utility bills.
- **Vehicle and Staff Management:** Manages vehicles, staff welfare, attendance, and supports staff handling.
- **Asset Management:** Controls and monitors asset management.

## Company Description