



PR/109119 | Site HR / Admin

#### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1524642

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

April 15th, 2025 03:00

#### 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

**Company Overview**

One of the leading Japanese MNC into engineering and construction industry having industrial projects in PAN India location

**Job Location:** Sri City

**Job Overview:**

The role involves managing site administrative functions, ensuring smooth Administration & HR operations, and supporting the overall project activities on construction sites. The ideal candidate will have a strong background in both administrative and human resources functions, with experience in the construction industry.

**Job Responsibilities:**

- Responsible to oversee all generic admin functions of the site.
- Liaisoning with local govt body Labor Department, BOCW Department, Panchayat, DM, etc
- IR General, Administration, and day-to-day operations, statutory compliance (BOCW, PF, ESIC knowledge is a must), commercial
- Knowledge of Budget & Expenses
- Handling & maintaining correspondence, documents, reports and presentations as required
- Monitoring adherence to statutory regulations & compliance; coordinating with various governmental agencies; monitoring disciplinary issues & legal matters + Ensuring statutory compliance at all levels involving liaison with external agencies, Govt. authorities & offices
- Developing vendor relations, evaluating their performance, managing contract acts to obtain the right cost for services, and monitoring contract's expiry & initiation of re-procurement.
- Formulating and implementing corporate admin policies in the organization employees
- Resolve critical employees' grievances and ensure harmonious industrial relations, keeping compliance with various employment laws and promoting employees' welfare activities
- Managing various activities like transportation, housekeeping, security, and purchase of stationery & office equipment
- Scrutinizing and ensuring timely payment of all office administration bills such as electricity, annual maintenance contract of equipment
- Monitoring safety and security services of the office on top priority ensuring safety norms
- Preparing MIS reports & other statements with a view to apprise management of business operations and assist in critical decision-making process; handling & maintaining correspondence, documents, reports, and presentations as required.
- Ensuring statutory compliance at all levels involving liaison with external agencies, Govt. authorities & offices
- Knowledge of VISA, FRRO and Expat Services
- Looking after House Keeping the Office area, Canteen, and Labour camp and ensuring safety, security, and hygiene.
- Candidate should be ready for relocation after the project completion
- Candidate having good knowledge of employee relations, welfare, Expat related services.
- Candidates have must knowledge of ERP, SAP, or Account related work.

#### **Job Requirements:**

- Bachelor's degree in business administration, Human Resources, or a related field.
- Minimum of experience in administrative and HR roles, preferably in the construction industry.
- Strong knowledge of labour laws and HR best practices.
- Excellent organizational and multitasking abilities.
- Strong interpersonal and communication skills.
- Proficiency in Office 365.
- Staying at the site location is necessary.
- Self-motivated and highly organized.
- Able to supervise and control the team
- Ability to work in a group.

- Ability to work under pressure.

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Company Description