



PR/109119 | Site HR / Admin

## Job Information

### Recruiter

[JAC Recruitment India](#)

### Job ID

1527358

### Industry

Civil Engineering and Construction

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

April 15th, 2025 10:01

## 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