



PR/109131 | Officer - Admin

## Job Information

### Recruiter

[JAC Recruitment India](#)

### Job ID

1530121

### Industry

Civil Engineering and Construction

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

April 1st, 2025 11:42

## 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

### Roles:

- Good Knowledge about Process of Labour Licence. Building Approval/Building Occupancy, BOCW Act, environment Laws in Delhi NCR
- Acts as a liaison and coordinates administrative activities between field management, other departments, customers, vendors, subcontractors, and other parties including regulatory and municipal/state agencies
- To Make the BVS of Admin Related Vendors/Subcon

### Job Details

- To make and monitoring of approval sheet for utility bills.
- Vehicle management, staff welfare, staff attendance,
- Handling of supporting staffs
- Controlling and monitoring of Asset management

### Desired Candidate

- Must be detailed oriented, punctual, and work well within a team
- Good knowledge of English & local language in construction company
- Managing diaries, scheduling meetings, and booking rooms
- Liaising with suppliers and contractors
- Maintaining office systems

- Initiate tasks and execute accurately.
- Ability to administer several tasks independently and concurrently
- Excellent verbal communication skills
- Preparing, organizing, and storing information in paper and digital form

**Qualification**

BBA from reputed university (Regular course)

PGDCA

**Work Experience (in years)**

05 -07 years' experience (At least 02-03 years working construction company)

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Company Description