



PR/109131 | Officer - Admin

Job Information

Recruiter

[JAC Recruitment India](#)

Job ID

1534709

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 15:23

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)

Company Description