



PR/108991 | Office Administrator

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1518302

業種

その他（メーカー）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2025年04月08日 05:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Designation - Office Administrator

Location - Manesar

Job Description -

Office Administration :

- Oversee all administrative functions, ensuring smooth and efficient office operations.
- Get factory ready for any kind of audits and inspection to get the factory approved.

Security and Safety Management:

- Supervise security operations for the office compound, ensuring the safety and security of personnel and property.
- Conduct regular security assessments and implement necessary measures to mitigate risks.
- Coordinating the safety trainings, and Fire mock drills for the staff.

Canteen Oversight:

- Manage the office canteen's daily operations, ensuring quality food service and compliance with health standards.
- Collaborate with vendors and suppliers to maintain a diverse and healthy menu while managing budget constraints.
- Ensure tip top cleanliness

Compliance Management:

- Obtaining Factory License, Pollution CTO & CTE, Fire NOC, Contractor RC.
- Ensure that the organization complies with all relevant laws, regulations, and standards set by government bodies.

- Prepare and maintain necessary documentation for compliance audits and inspections.

会社説明