



## 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02月25日 09:01

## 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.

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会社説明