



PR/109113 | Site Admin HR -Vithalapur

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

1523225

業種

土木

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 10:22

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

Role - Site Admin HR -Vithalapur

Minimum Requirements :

- 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 procurement.
- Formulating and implementing corporate admin policies in the organization employees.
- Resolve critical employees' grievances and ensure harmonious industrial relations,

Preferred Qualifications & Candidate Profile:

- 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.
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会社説明