



## 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03月25日 17:00

### 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

#### 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.
- 

会社説明