



PR/109131 | Officer - Admin

**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**

1524649

**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04月01日 19:00

**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****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)

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会社説明