



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

1528587

### 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22日 14:01

## 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

### 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