



PR/109119 | Site HR / 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

1534702

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 15:22

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**Company Overview**

One of the leading Japanese MNC into engineering and construction industry having industrial projects in PAN India location

Job Location: Sri City**Job Overview:**

The role involves managing site administrative functions, ensuring smooth Administration & HR operations, and supporting the overall project activities on construction sites. The ideal candidate will have a strong background in both administrative and human resources functions, with experience in the construction industry.

Job Responsibilities:

- 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 re-procurement.
- Formulating and implementing corporate admin policies in the organization employees
- Resolve critical employees' grievances and ensure harmonious industrial relations, keeping compliance with various employment laws and promoting employees' welfare activities
- Managing various activities like transportation, housekeeping, security, and purchase of stationery & office equipment
- Scrutinizing and ensuring timely payment of all office administration bills such as electricity, annual maintenance contract of equipment
- Monitoring safety and security services of the office on top priority ensuring safety norms
- Preparing MIS reports & other statements with a view to apprise management of business operations and assist in critical decision-making process; handling & maintaining correspondence, documents, reports, and presentations as required.
- Ensuring statutory compliance at all levels involving liaison with external agencies, Govt. authorities & offices
- Knowledge of VISA, FRRO and Expat Services
- Looking after House Keeping the Office area, Canteen, and Labour camp and ensuring safety, security, and hygiene.
- Candidate should be ready for relocation after the project completion
- Candidate having good knowledge of employee relations, welfare, Expat related services.
- Candidates have must knowledge of ERP, SAP, or Account related work.

Job Requirements:

- 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.
- Able to supervise and control the team
- Ability to work in a group.

- Ability to work under pressure.

会社説明