



PR/109476 | Assistant Manager - Admin

Job Information

Recruiter

JAC Recruitment India

Job ID

1548771

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:48

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Designation – Assistant manager- Admin

Location : Bidadi

Job Responsibility

Implementing Policies Regarding Admin, Facilities Management For Entire Plant And Offices, Budgeting And Expense Management, House Keeping And Canteen Management ,Visitors Management, Employee Engagement, Event Management, Environmental Maintenance Activities, Meeting Management, CSR Activity, Team Supervision, Equipment/Stationery Management, Time Management And Multi-Tasking, Transport Management, Guest Hotel/Expats House Management, VISA & FRRO Processing, Invoice Management, Uniforms & PPE's Management, Negotiations With Vendors, Warehouse Management

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Company Description