



PR/109638 | AGM- Administration

Job Information

Recruiter

JAC Recruitment India

Job ID

1556735

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 16th, 2025 11:01

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

Purpose of the Role

To lead, plan, and manage all general administrative functions, including facilities, infrastructure, transport, canteen services, compliance, vendor management, and budget oversight. The role is essential to ensuring operational efficiency and aligning workplace management with the company's strategic objectives.

Key Responsibilities

- Develop and manage annual budgets for general administration and capital expenditures
- Monitor and control costs to ensure alignment with budgetary guidelines
- Ensure compliance with all relevant legal and regulatory requirements
- Oversee vendor relationships, performance, and contract administration
- Supervise employee canteen operations with a focus on quality, hygiene, safety, and cost-effectiveness
- Administer employee transport services to ensure timely, safe, and efficient operations
- Maintain and improve physical infrastructure to support a productive work environment
- Lead and develop the General Administration (GA) team through training, guidance, and performance evaluation
- Establish and implement policies and procedures for streamlined administrative operations

- Ensure high standards in food service and catering, aligned with employee satisfaction and regulatory compliance
- Drive continuous improvement in administrative processes and service delivery

Educational Qualifications

- MSW / MBA / MA / PG Diploma (2-year full-time program)

Skills and Competencies

Technical Skills

- Administrative oversight
- Budgeting and financial management
- Project planning and execution

Soft Skills

- Strong organizational and leadership capabilities
- Effective communication across diverse stakeholders
- Proactive problem-solving and time management

Core Competencies

- Decision-making and analytical thinking
- Stakeholder engagement and relationship management
- Adaptability and resilience
- Negotiation and persuasive ability

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Company Description