



## PR/109813 | Assistant General Manager

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1564964

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

February 3rd, 2026 07:00

### General Requirements

**Minimum Experience Level**

Over 10 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Roles and responsibilities: -

- Budget Planning, management and cost control
- Ensuring compliance with legal and regulatory requirements related to general affairs.
- Vendor Management, Monitoring and control
- End to end Employee Canteen Management, Administration & control
- End to end Employee Transport Management & Administration & control
- Overseeing and managing the company's physical infrastructure, including maintenance, renovations, and ensuring a conducive work environment

- Supervising and leading a team of staff, providing guidance, training, and performance evaluation.
- Developing and implementing policies and procedures to ensure smooth operations and efficiency.
- Overseeing and managing budgets for administrative functions and related expenses.
- Responsible for overseeing all transport operations -ensuring safe, timely, zero delay and cost-effective fleet operations
- Managing the end-to-end operations of food service and catering facilities within the organization ensuring high standards of food quality, hygiene, safety, vendor performance, zero delays and cost efficiency, while also aligning with employee satisfaction and regulatory compliance.
- Monitor and control expenses to ensure adherence to budgetary guidelines
- Develop and manage annual budgets for administrative expenses and capital expenditures

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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#### Company Description