



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

December 23rd, 2025 10:01

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

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Company Description