



PR/110126 | Manager- Administration

Job Information

Recruiter

JAC Recruitment India

Job ID

1580522

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 18:00

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

Job Summary

The role is responsible for managing administration, HR, IR, Finance, and IT coordination for a Greenfield project site. This includes setting up the project office, managing compliance, building relationships with government and local authorities, overseeing support functions, and ensuring smooth implementation of corporate policies. The position requires strong leadership, coordination with the corporate office, and hands-on experience in manufacturing or automotive environments, preferably with Japanese MNCs.

Key Responsibilities Greenfield Project Setup

- Establish and manage the Greenfield project office and administrative infrastructure.
- Source and finalize vendors for key facility services including housekeeping, security, canteen, transport, and medical care.
- Coordinate with the base (corporate) office to ensure alignment with corporate guidelines and project timelines.

HR & IR Management

- Lead recruitment activities for key roles as well as mass hiring during project ramp-up.
- Ensure implementation of HR policies, onboarding processes, and employee documentation.
- Manage employee grievances, conflict resolution, and maintain healthy employee relations.
- Oversee employee commute/transportation management.
- Conduct training & development programs as needed.

- Manage performance appraisal processes.

Compliance & Public Relations

- Ensure compliance with statutory, labor laws, and company policies.
- Maintain strong PR with government agencies and local authorities to support regulatory approvals and site smooth functioning.
- Safeguard compliance documentation and ensure timely renewals.

Administration, Finance & IT Coordination

- Oversee day-to-day office administration and implementation of corporate administrative procedures.
- Supervise Finance and IT-related activities at the project site in coordination with respective functional teams.
- Support financial processes such as budgeting, vendor payments, and expense monitoring.
- Ensure readiness for handling medical or other onsite emergencies.

Reporting & Team Management

- Report to the General Manager – Administration (Expat).
- Manage a direct team of 2 (HR, Finance & IT) and 14 indirect team members across various support roles.
- Maintain regular reporting on administrative operations, HR metrics, and project progress.

Requirements

- Bachelor's degree; specialization in HR/IR/Administration preferred.
- Experience in **Manufacturing/Automotive Industry – mandatory**.
- Experience working with **Japanese companies or global MNCs** is highly desirable.
- Strong knowledge of **HR, IR**, and awareness of **Finance & IT functions**.
- Hands-on experience managing **Greenfield projects** is preferred.
- Strong PR, communication, and compliance management skills.
- Ability to act quickly, manage crises, and support the organization proactively.
- Proficiency in **MS Office (Excel, PowerPoint, Word)**.
- Language proficiency: **Marathi & English (reading, writing, speaking)**.
- Ability to coordinate effectively with corporate office and onsite teams.

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Company Description