

PR/110895 | DM - Admin

Job Information

Recruiter
JAC Recruitment India

Job ID
1621245

Industry
Automobile and Parts

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 17th, 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

company Overview:

The company is engaged in the manufacturing and supply of Auto components manufacturing Motor vehicle parts production .

Roles And Responsibilities

- Oversee and manage day-to-day administrative operations of the plant.
- Plan and execute employee engagement activities, welfare programs, and employee events to enhance workplace culture.
- Coordinate with cross-functional teams to ensure smooth plant operations and readiness.
- Maintain administrative records, contracts, agreements, and service-related documentation.
- Drive digitalization initiatives and continuous process improvements within the administration function.

- Develop, implement, and monitor Standard Operating Procedures (SOPs) for administrative processes.
- Establish and maintain effective systems for asset management, documentation control, and facility management.
- Ensure timely execution and completion of all administration-related projects and activities.
- Monitor vendor performance, manage service providers, and control administrative budgets.
- Support the setup and administration of new plant facilities and infrastructure.
- Continuously improve administrative systems, policies, and procedures to enhance operational efficiency.

Job Requirement:
• Qualification: Any Degree
• Experience: 10 Year
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Company Description