



PR/109638 | AGM- Administration

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1556735

業種

その他（メーカー）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2025年09月30日 05:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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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会社説明