



PR/109813 | Assistant General Manager

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

1564964

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

2026年02月17日 08:00

応募必要条件

職務経験

10年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

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

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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会社説明