



PR/110126 | Manager- 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

1580522

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05月26日 18:00

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

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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会社説明