



PR/110413 | GM- Admin

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
1599516

業種
自動車・自動車部品

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06月26日 11:25

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
流暢

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

Objective:

To re-establish, develop, and lead the Admin Department encompassing Finance, HR, and Procurement functions. The role will drive operational excellence, governance, and strategic growth across administrative functions.

Educational Qualifications:

- Preferred: Chartered Accountant (CA) or Cost & Management Accountant (CMA)
- Essential:
 - Bachelor's degree from top-tier universities with rigorous academic standards (e.g., Hindu College, LSR, Shri Ram College of Commerce, JNU or equivalent institutions)
 - MBA from reputed management institutes (e.g., IIMs, MDI Gurgaon, Symbiosis Pune or equivalent)

Experience Required:

- Minimum 15+ years of experience
- Strong exposure to Finance and HR functions (mandatory)
- Proven experience in handling end-to-end Admin operations at both operational and managerial levels

Key Responsibilities:**1. Leadership & Department Development**

- Rebuild and lead the admin function (Finance, HR, Procurement)
- Design and implement efficient organizational structures and workflows
- Drive a culture of accountability, performance, and continuous improvement

2. Financial & Administrative Expertise

- Oversee financial planning, budgeting, and compliance
- Establish strong controls and governance frameworks
- Ensure efficient procurement processes and vendor management

3. Strategy & Governance

- Develop and implement robust strategies, KPIs, and performance metrics
- Monitor departmental performance and drive continuous optimization

4. Stakeholder Management

- Liaise with internal and external stakeholders
- Initiate and manage strategic administrative initiatives

5. Compliance & Standards

- Ensure adherence to regulatory requirements including:
 - ISO standards
 - IATF norms
 - OHSAS compliance

Core Competencies & Skills:

- Strong analytical, mathematical, and logical reasoning skills (Preference for candidates with strong GMAT/CAT scores)
- Expertise in:
 - Microsoft Office (Excel, PowerPoint, Word)
 - SAP and ERP systems
- Strong leadership and decision-making capabilities
- Excellent communication and stakeholder management skills

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明