

PR/110582 | Manager - 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
1604938

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11月03日 01:00

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
流暢レベル

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 Title - Manager - Admin

Location - Gurgaon

Seeking experienced Admin professional for a renowned Japanese MNC

Responsibilities -

Lead and manage overall administration operations.
• Supervise facility management, workplace maintenance and office services.
• Manage procurement activities and vendor performance.
• Ensure compliance with labor laws, company policies and statutory requirements.
• Lead risk management, safety and business continuity related activities.

• Manage and develop administration team members.
• Coordinate with internal stakeholders and external authorities.
• Drive process improvement and operational efficiency projects. Labor law knowledge, compliance knowledge, vendor management, procurement management and facility management expertise.

Experience

- 8-15 Years of experience
- Graduate or above

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会社説明