

PR/110895 | DM - 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
1621245

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11月03日 11:04

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

company Overview:

The company is engaged in the manufacturing and supply of Auto components manufacturing Motor vehicle parts production .

Roles And Responsibilities

- Oversee and manage day-to-day administrative operations of the plant.
- Plan and execute employee engagement activities, welfare programs, and employee events to enhance workplace culture.
- Coordinate with cross-functional teams to ensure smooth plant operations and readiness.
- Maintain administrative records, contracts, agreements, and service-related documentation.
- Drive digitalization initiatives and continuous process improvements within the administration function.

- Develop, implement, and monitor Standard Operating Procedures (SOPs) for administrative processes.
- Establish and maintain effective systems for asset management, documentation control, and facility management.
- Ensure timely execution and completion of all administration-related projects and activities.
- Monitor vendor performance, manage service providers, and control administrative budgets.
- Support the setup and administration of new plant facilities and infrastructure.
- Continuously improve administrative systems, policies, and procedures to enhance operational efficiency.

Job Requirement:
• Qualification: Any Degree
• Experience: 10 Year
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会社説明