



## PR/108960 | Admin Manager

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1515417

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

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### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Title:** Admin Manager

**Reporting to** Senior Manager

**Location:** Bidadi, Ramanagaram, Karnataka 562-109 India.

**Role Description:** Implementing policies regarding Admin, Facilities Management for Entire Plant and Offices, Budgeting and Expense Management, House Keeping and Canteen Management, Visitors Management, Employee engagement, Event Management, Environmental maintenance activities, Meeting Management, CSR Activity, Team Supervision, Equipment/Stationery management, Time Management and Multi-Tasking, Transport Management, Guest Hotel/Expats house Management, VISA & FRRO processing, Invoice Management, Uniforms & PPE's Management, Negotiations with Vendors, Warehouse Management.

**Implementing policies:**

- Developing and implementing policies and procedures. They also ensure compliance with company regulations in regard to Admin activities.

**Facilities Management:**

- Admin works related to Factory/Office expansion/Layout.
- Office furniture & Asset Inventory Management.
- Oversee day-to-day office operations, ensuring smooth functioning.
- Ensure the proper functioning of office infrastructure, including electricity and telecommunications.
- Cab/Bus Service Management & Route planning.
- Coordinate office space planning and relocation activities as necessary.
- Pest Control.
- Proactiveness in going to shopfloor and finding solutions.

**Budgeting and Expense Management:**

- Preparing and managing the administrative budget, tracking expenses, and ensuring cost control.
- Review and process invoices on time, budget plan V/s actual cost.
- Cost Reduction.

**House Keeping and Canteen Management:**

- Monitor all daily operations of housekeeping and pantry.
- Oversee the housekeeping budget, taking inventory, and ensuring there is adequate stock of cleaning supplies.
- Document areas cleaned by housekeeping.

**Visitors Management:**

- Check-in: How visitors, contractors, and staff check in to the workplace.
- Security: How to make the workplace safer and more secure.
- Compliance: How to ensure accurate records of who is entering and leaving the premises to stay compliant with regulations.

**Employee engagement:**

- Recognition programs.
- Cultural celebrations.
- Team-building activities.
- Career development.

**Event Management:**

- Selecting venues.
- Arranging entertainment.
- Coordinating vendors.
- Ensuring the event runs smoothly.
- Creating proposals for events, getting approval on time and handling event costs and attendance.

**Skills:**

- Qualification: MBA/ MSW in HR
- Year's of experience: 8-12 years

- Language: English, Kannada and Hindi

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## Company Description