



PR/109052 | AGM / DGM- General Administration

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1521436

### Industry

Other (Manufacturing)

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

February 11th, 2025 10:22

## 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

**Position:** Assistant General Manager (AGM) or Deputy General Manager (DGM) **Department:** General Administration

**Location:** Chennai Factory

### Role Overview

We are seeking a seasoned Assistant General Manager (AGM) or Deputy General Manager (DGM) to oversee and enhance the General Administration functions at our Chennai Factory. This pivotal role involves managing budgets, administrative expenses, capital expenditures, and various support services to ensure seamless operations and a conducive work environment.

### Key Responsibilities

- **General Affairs Management:** Efficiently manage and administer general affairs.
- **Budget Management:** Develop, manage, and monitor annual budgets for administrative expenses and capital expenditures.
- **Vendor Negotiations:** Handle vendor negotiations to ensure cost-effectiveness and quality.
- **Facility Management:** Oversee canteen operations, transportation services, housekeeping, gardening services, and the General Administration store.
- **Employee Welfare:** Manage the distribution of uniforms and safety shoes; organize and coordinate employee events, including meetings, workshops, and team-building activities.

- **Workplace Safety and Security:** Strengthen workplace safety and security measures.
- **Expense Control:** Monitor and control expenses to ensure adherence to budgetary guidelines.
- **Financial Reporting:** Prepare and present financial reports to senior management.
- **Team Management:** Lead cross-functional teams, fostering a collaborative and efficient work environment.

**Qualifications and Experience**

- **Education:** Bachelor's or Master's degree in Business Administration (HR, Industrial Relations, or related field).
- **Experience:** Preferably experience in the manufacturing or automotive industry.
- **Quality Function Expertise:** Essential expertise in plant general administration.
- **Budget Management:** Proven experience in budget management.
- **Vendor Negotiations and Facility Management:** Proficiency in vendor negotiations and facility management.
- **Leadership Skills:** Strong leadership and interpersonal skills, with the ability to manage cross-functional teams.

**Preferred Skills**

- Experience in overseeing canteen operations, ensuring quality and cost-effectiveness.
- Management of transportation services for employees, optimizing routes and costs.
- Supervision of housekeeping and gardening services to maintain a clean and pleasant environment.
- Proficiency in vendor and stakeholder management.
- Development and management of annual budgets for administrative expenses and capital expenditures.
- Monitoring and controlling expenses to ensure adherence to budgetary guidelines.
- Preparation and presentation of financial reports to senior management.

**Why Join Us?**

- **Innovative Environment:** Be part of a forward-thinking team dedicated to growth and success.
- **Career Growth:** Opportunities for professional growth and advancement.
- **Collaborative Culture:** Work in a supportive and collaborative environment.

If you are a dedicated and experienced professional looking to make a significant impact in general administration, we would love to hear from you!

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Company Description