



PR/109052 | AGM / DGM- General Administration

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

1521436

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

2025年02月11日 10:22

応募必要条件

職務経験

3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

ビジネス会話レベル

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

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!

会社説明