

Human Resources

Experienced

# Assistant Manager

Noida, India

## Company Overview

Samvardhana Motherson Reflectec (SMR) is a global leader in rearview mirror systems and intelligent camera technologies for the automotive industry. We are committed to innovation, quality, and excellence in everything we do.

This role supports a wide range of administrative functions to ensure smooth operations across the facility. The ideal candidate will be proactive, organized, and experienced in managing vendors, facilities, and compliance-related tasks.

### What you'll do

- Maintain housekeeping across plant and outer areas.  
Ensure water supply in washrooms and drinking areas.
- Monitor and maintain CCTV functionality.
- Ensure availability of housekeeping materials.
- Coordinate timely shift bus operations.
- Oversee building, civil, plumbing, and repair works.
- Manage procurement of admin items and first aid supplies.
- Prepare PRs/POs for relevant purchases.
- Supervise horticulture and green area upkeep.
- Support event arrangements and employee engagement activities.
- Manage telephone, EPBX, and mobile services.
- Handle company uniform distribution and business card printing.
- Implement 5S in plant and personal work areas.
- Oversee scrap and waste management.
- Manage company vehicles and maintain RC/insurance records.
- Ensure checklist compliance and corrective actions.
- Follow up on employee insurance with Paramount.
- Support HR in organizing events (HR Day, Lohri, Diwali, etc.)

### What we are looking for

- Education: Graduate / Postgraduate
- Experience: 5-7 years in Administration
- Skills: Strong negotiation and communication skills

### What we offer

A competitive salary and range of benefits

Be part of worldwide team with very big challenges ahead, which bring huge development opportunities for people with big career goals.

If you enjoy working in a fast-paced environment then look no further.



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